Federal Prison Survival Guide

WHAT MAKES THIS BOOK DIFFERENT AND WHAT THIS MEANS FOR YOU

I did my time in a Federal Medical Center (FMC), which is government public relations talk for one prison housing inmates of all security levels adjoined by a small clinic, staffed by a few doctors and nurses. A FMC is officially referred to as an Administrative facility by the Federal Bureau of Prisons (BOP).

With triple razor wire fences, controlled moves and many inmates doing decades and even life, the security level is similar to that of a low security Federal Correctional Facility (FCI). At the same time, daily life, inmate attitudes, prevalence of violence, spoken and unspoken rules and the general culture of the prison is comparable to that of a Federal Prison Camp (FPC).

For that reason I can state unequivocally that *Federal Prison- A Comprehensive Survival Guide* will be of enormous assistance to the individual who has been or expects to be sentenced to serve time in a:

- Federal Prison Camp (FPC)
  (Typically non violent offenders sentenced to less than 120 months.)

- Federal Medical Center (FMC)
  (Offenders of all security levels who have a documented physical or mental medical condition. Also, child sex offenders.)

- Low Security Federal Correctional Institute (FCI)
  (Typically violent offenders or those sentenced to over 120 months.)

It will also be helpful to anyone who will be spending time at a Federal Detention Center (FDC), a Federal Correctional Complex (FCC), a Federal Transfer Center (FTC), a Metropolitan

Correctional Center (MCC) or a Metropolitan Detention Center (MDC).

If you are headed to a medium, high or maximum security Federal prison or if you expect to serve your sentence in a county jail or state prison, while this guide will have some relevant information, it has not been written for you and it would be irresponsible for me to claim otherwise.

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INTRODUCTION

If you are reading this, chances are you are currently going through a difficult and stressful time. As a former Federal inmate, I have some idea as to how you feel. Not long ago I was happily going about my life when I was tipped off that Federal special agents were looking for me. Within months I was living in a small concrete cube struggling to adjust to my new life as a Federal prison inmate.

While I was eventually able to make the adjustment, it was clear that had I been equipped with the right information, the entire transition could have been made far more comfortable. The BOP did nothing at all to help prepare me for my time behind bars and my lawyer, like most lawyers, having never proceeded past a prison visiting room, was not much better.

Left to recollections from TV and movies and a lot of disinformation provided by the Internet and poorly written books, my imagination ran wild and in the weeks and months leading up to my surrender I was a nervous wreck. After a few months in prison, it was clear that many of my worries and anxieties prior to my surrender were unfounded and unnecessary. On the other hand, some issues arose that I had never considered and it was only after significant hardship, inconvenience and confusion that I resolved them on my own.

Based on my experience, while incarcerated I began researching and compiling information that would help the Federal inmate to effectively prepare for and successfully adjust to life behind bars. The result is this guide. Prison is another world and no matter how difficult this time is now, you are fortunate to have been given the time to research and prepare for your life there. Use this time wisely and take some solace in the fact that hundreds of thousands of people have gone through this before and thousands are facing your same circumstances now. You are by no means alone.

DISCLAIMER

This publication has been published for the purpose of shedding light on the workings of Federal Prison Camps, Federal Medical Centers and low security Federal Correctional Institutions. It aims to answer the many questions that a Federal inmate to be will have. While I am confident that this guide will help to paint a vivid picture of what to expect in Federal prison and how best to successfully adjust to life there, no book can ever hope to address the endless variances of situations that may confront you. Please take the information provided herein into consideration, understanding that it is based on my own personal experiences and my conversations with many other Federal inmates. Your experiences may differ. The various unwritten rules and examples that I give may not always apply to your unique situation. If you need professional legal advice, please seek out the assistance of a criminal defense attorney or professional prison consultant.

THE IMPORTANCE OF YOUR PSI

I'm not a lawyer and this guide is in no way intended as a substitute for competent legal advice. If you are reading this, you probably already have a pretty good idea that you are headed to prison and that is where I aim to help you.

With that in mind, the one and only piece of legal advice I am going to offer is to make absolutely sure that the information in your Pre-Sentence Investigation (PSI) report is accurate and that nothing important is omitted.

During the pre-trial stage of your legal proceedings, a US pre-trial services officer will interview you in order to create a PSI. The PSI is intended to provide a wide reaching view of who you are. Once completed, the report is presented to the judge who takes it into account during sentencing. Importantly, it is also forwarded to your designated prison.

During the PSI interview, you will be asked to recount much of your life to date. This walk down memory lane will include subjects such as education, past drug use, medical problems, dietary restrictions, religion, current addresses, previous addresses, names and addresses of family members, employment and financial history etc. You will also be asked to describe your alleged crime. Unless you are innocent, you are best off accepting full responsibility and admitting that there can be no excuses for what you did. You are not going to win any points with the pre-trial services officer and judge by attempting to justify what you did. In addition to interviewing you, the court will also contact family members to verify information relating to your interview and also to ask how they feel about you and your crime. It can only help your cause if these family members relate how you have always been an outstanding law abiding citizen and they are shocked that you committed this crime.

Once the pre-trial services officer has collected all this information, he will compose a lengthy report. He must then provide a copy to you and your lawyer to allow for any objections. When you receive the report, make sure you go over it with a fine tooth comb. If you have any dietary restrictions, special medical needs or are on any medications, make sure that it is all spelled out in precise detail. All Federal prisons treat the PSI as kind of Holy Grail. As far as they are concerned, if it is not in the PSI, it is not true or is irrelevant. Similarly, if an issue is documented in your PSI, they are going to have a hard time ignoring it.

So for example, if you require a certain medication, make sure the exact name and dosage is spelled out in the PSI and make sure that the ramifications of going without this medication for x number of hours/days are described in no uncertain terms. Leave no room for interpretation.

To summarize, the PSI is your lifetime resume for the judge and the BOP. When you receive the report from the pre-trial services officer, if anything is inaccurate or if anything important is omitted, notify your lawyer immediately.

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PREPARING FOR PRISON

If you are reading this now, regardless of the details of your case and the term you are facing, you have been blessed with the opportunity to prepare for your time in prison. Take advantage of this. Many of my neighbors in FMC Devens related stories of having been going about their daily lives, oblivious to the fact that they were the target of an investigation, when Federal agents knocked down their doors, put them in handcuffs and led them away. Since that day, they had not known freedom. While the waiting and wondering is nerve wracking, the opportunity to properly prepare will make your transition to life behind bars much more comfortable.

Mental Preparation

Since you first received news of your indictment, your mental state has probably not been great. Maybe you've had trouble sleeping and eating and in general you've felt like a nervous wreck. While this is understandable, it is not productive. You must quickly come to terms with the facts and accept reality.

- You put yourself in this position
- Life isn't fair
- You are going to prison
- It probably won't be as bad as you are expecting

Even if it is warranted, blaming your lawyer, judge, friends, family, business partners or anyone else constitutes energy wasted; energy that should be focused on preparing for the next stage of your life. Dwelling on any negative emotions will only yield negative outcomes. It is crucial that you get in the right mental state. One way to do this is by forcing yourself to look for the positives that this situation may bring to your life.

In my case, even though I was facing a worst case scenario of only 2-3 years and I was released to my home until sentencing, I went through countless sleepless nights and stress filled days and I experienced a wide range of emotions including shock, despair, shame, hopelessness and anger, both at myself for taking such a stupid risk and at my lack of control over the circumstances. Ultimately I realized that I needed to calm down and look at the bigger picture. For me, this meant accepting that at the time my indictment was handed down, I was at a place that I did not want to be in my life. It meant acknowledging that at the very least, this experience was serving to rock the boat and ensure drastic change, even if it meant going to prison first. It also meant showing true appreciation and gratitude for the many friends and acquaintances who came forward with words of support and encouragement. No matter what your situation, there are always positives. Whether or not you choose to see them is up to you.

Physical Preparation

Your mental state can also be greatly improved by paying attention to your physical wellbeing. Maybe it's the last thing you feel like doing now, but you can't let yourself fall into a depressed and lethargic state. Force yourself to get out and run, go to the gym, play basketball, go hiking. Anything. It is a great way to work off the pent up stress.

If you have a number of months before sentencing or self surrender and you are currently in a reasonable state of health, I highly recommend beginning an intense fitness regime, which includes weight lifting towards the goal of putting on a few extra pounds of muscle. Much of how you are treated in prison will

depend on how you are perceived. If you appear fit and appear to be someone who would be capable of holding their own in a fight, then you're unlikely to become a target of any physical altercation. Those inmates looking for an easy target will simply look elsewhere. Further, if you do find yourself in a physical altercation, you are of course going to want to be able to protect yourself.

If you have been described any anti-anxiety medications such as Xanax or Valium or any prescription sleeping aids, begin to cut down on your dosages and slowly wean yourself off these drugs completely. These medications will only be given to a Federal inmate in the most extraordinary of circumstances. While central nervous system depressants are extremely effective, sudden termination causes exaggerated feelings of the very symptoms that they are designed to control. The last thing you want is to be going through withdrawal during your first few days and weeks in prison. If you have been prescribed anti-depressants on the other hand, for better or worse, the BOP has a propensity for handing these drugs out like candy and you can expect your prescription to be continued throughout the term of your incarceration.

Go to the dentist and take care of any and all dental issues. While inmates have access to dental care in Federal prison, the wait can be in excess of six months. If you wear glasses or contacts, go to the optometrist and get an up to date prescription. If you usually where contacts, get glasses as it may be awhile before you have access to contact solution.

Legal and Financial Preparation

In addition to physical and mental preparation, it is also advisable to make legal and financial preparations. Execute IRS form 2848 *Power of Attorney and Declaration of Representative*, which authorizes a trusted and qualified individual to represent you before the IRS. Similarly, if you have a business, complete the necessary forms to give a friend or family member power of attorney.

Make sure that you add a co-signer to your checking account so that your funds can be accessed and sent to you in prison. If your

driver's license is near expiration and there is reason to extend it considering the duration of your sentence, then take care of this. It will be one less task that you need to take care of upon your release. If you own a post office box, give a key to a trusted individual so that you can be advised should you receive anything important. If you have credit card and other bills to pay, make sure all the relevant information including online user names and passwords are left with someone you trust. If you don't feel comfortable giving this information to anyone, then call the debtees and arrange for monthly payments to be deducted from your account. Finally, write a will. Chances are, it will be a mute point, but in this case the old adage, it is better to be safe than sorry, holds true.

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REMANDED CUSTODY VS SELF SURRENDER

There are two ways to get to Federal prison. One, escorted by US Marshals under remanded custody and two, on your own recognizance, which is known as self surrender. Self surrender is by far the more desirable of the two. If you are expecting remanded custody, you will be taken into custody immediately after being sentenced. Thereafter, be prepared for an uncomfortable few weeks or months before you arrive at your designated prison. If you have been granted the opportunity to self surrender, the judge has done you a favor that you should be very thankful for and take full advantage of.

Remanded Custody

If you are taken into remanded custody at your sentencing by the United States Marshals, you will spend a number of weeks or even months at detention centers, transfer centers and city and county jails before you finally reach your designated prison. You will be transported between these institutions free of charge courtesy of the United States Marshals. By all accounts, Federal Inmate Transportation is extremely uncomfortable, slow and tedious.

There are two factors that make remanded custody particularly unpleasant. Firstly, inmates of all security levels are transported together. This means that security is maintained at the highest of

levels. Your wrists will be handcuffed in front of you, while leg irons will prevent more than a slow walk. A chain connecting the handcuffs and leg irons will further limit your movement. During the transport process, which takes place on vans, buses and airplanes (affectionately referred to as 'Con Air' by many inmates) the leg irons and handcuffs are not removed, even when you need to use the restroom. Armed with shotguns, the Marshals are concerned with one thing and one thing only, getting you from point A to point B. As one can imagine, the mood during this process, both amongst the inmates, just recently sentenced to Federal prison and amongst the Marshals charged with ensuring security, is quite serious.

Secondly, there is no hurry to get you to your designated prison. You will be transported at the convenience and according to the schedules of the US Marshals. This, coupled with the fact that US Marshal policy allows transport during day time hours only means that relatively short distances can take weeks or even months to travel. The entire process of checking in and out of various facilities and sitting shackled on vans, buses and planes can be grueling, so much so much so that inmates commonly refer to the ordeal as 'diesel therapy'. For the first time inmate, diesel therapy will serve to teach a valuable lesson. The BOP has very little interest in your privacy, convenience and comfort.

Self Surrender

Self surrender is a luxury granted to those the court deems at no risk of escape and at no threat to the community. If you are lucky enough to be allowed to self surrender, following your sentencing you will spend the next one to six months at home, awaiting your prison designation. Whether you have been told to wait for a designation letter or not, I highly recommend calling the US Marshals office at the court where you were sentenced to ask for updates on the designation status. It is your responsibility to show up at the prison on the specified date and at the specified time. Failing to show puts you on escapee status with serious consequences.

In my case I was told to wait for a letter, which never came. Thankfully, I was in touch by phone with the US Marshals office and eventually I was given my designation over the phone. The details of your designation will include the name of the prison, the time and date you are to surrender and the prison address and phone number. The US Marshals will also be able to tell you your new eight digit BOP register number, which must be listed in order to receive funds into your prison account and in order to receive mail.

A quick word on the location of your prison designation. A recommendation from the sentencing judge that you be sent to a certain prison is just that, a recommendation. The BOP is under no obligation to comply. Further, the BOP states that they make an effort to place an inmate within 500 miles of his family. This effort is not always successful. In my case, I was designated to a prison over 2,000 miles from home. While my medical history dictated that I be sent to a Federal Medical Center rather than a Federal Prison Camp, there were two other such facilities within 500 miles. For whatever reason I was not sent to either one. If you find yourself far from home, eventually you may be able to transfer to a prison closer to friends and family. But it is not going to happen quickly and you need to be prepared for this eventuality.

Tip

Many prison complexes consist of multiple security level buildings located on the same property. However, all self surrenders must report to the same office, which is usually located at the maximum security area. Therefore, if you are expecting to serve your time at a camp, don't panic when the letter or the phone call dictates that you surrender to a maximum security prison.

Self Surrender Preparation

If you have been allowed the luxury of self surrender, you will enjoy the privilege of being able to get properly organized for your stay in prison. This can make all the difference and you really are very fortunate to be given this extra time.

About a week before you are to surrender I recommend sending yourself a list of important phone numbers and addresses. Since it's possible that the letter will arrive before you arrive, on the outside of the envelope be sure to write, "Hold for arrival on XX date". (Some prisons will allow such a list be taken in when you self surrender. Others will only allow legal papers. To be on the safe side, take a list with you and mail one too). In addition, send yourself at least a few hundred dollars so that you can quickly get the basics once you arrive, such as toiletries, athletic shoes, shower shoes, radio and headphones and basic commissary food stuffs. If money is not an issue and you prefer to be as comfortable as possible, send at least $500. For detailed instructions on how to send money, see www.bop.gov/inmate_programs/money.jsp. You can find your inmate number by going to www.bop.gov and employing the inmate locator tool.

It is also a very good idea to order yourself a few books a week or so before you are to surrender. If you end up in the hole waiting for a bed, you will at least be guaranteed reading material, which can mean the difference between a difficult and a traumatic experience. Unless you really enjoy sleeping, under 23 hour a day lockdown without a TV, radio or reading material, with no mental stimulation, you can literally begin to lose your mind. Again, thank your lucky stars that you have been given time to prepare. If you are reading this and expect to be taken into remanded custody on the day of your sentencing, leave a list of books with a friend or family member with arrangements for them to be sent once you show up on the BOP inmate locator as having arrived at your designated prison.

Books must be sent directly from the publisher (amazon.com, barnesandnoble.com etc.). The only exception is in camps where paperback books can be sent from non-publisher sources. Keep in mind that hardcover books are not delivered to inmates who are housed in the hole. Since your first stop may be the hole, stick to paperbacks. When ordering the books, make absolutely sure that the outside of the package states 'Hold for arrival on XX date'.

Otherwise, if the package arrives before you, the prison staff may simply return to sender.

About a month before you are set to surrender, you may want to subscribe to some magazines and newspapers. I subscribed to a daily newspaper and to half a dozen magazines. It is a great way to keep your mind alert, stay up to date with current events, further educate yourself and of course, pass the time.

When you surrender to the prison, you are permitted only a handful of items. The official BOP list of approved self surrender items is as follows.

- A soft covered religious text
- One pair eyeglasses
- One religious medal with value less than $100
- Dentures and or dental bridge
- One solid wedding ring- no stones
- Legal paperwork
- Orthodics (If prescribed and noted in your PSI)
- Prescription medication in its original container (You may be allowed a one day's supply of your own prescription. Within the first week, the medical staff will attempt to find a suitable comparative medication).

According to the BOP, all other items will be sent home. However, I know of people at some camps who were permitted to keep their shoes and a watch, but this is somewhat unusual and should not be expected. Cash will not be accepted into the prison compound, but some institutions will accept a deposit to your prison account upon your surrender. Others will require that it is mailed to the National Lockbox or sent by Western Union. If in doubt, call the institution at which you will be surrendering.

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PRISON- DAY ONE

Whether you are self surrendering or are being delivered by the US Marshal's Transportation Service, your first day in prison will not be one you will soon forget. Everyone will react differently to pulling up outside the walls or razor wire fences, knowing that this is their new home.

If you were taken into remanded custody at your sentencing, you will have already spent weeks or months in holding facilities, transfer centers and county jails. Further, you will have endured being fed little and being shackled and handcuffed for many hours at a time as your bus, van or plane made its way to your new home. Having already seen the workings of the prison system, for you the site of your final destination may be more of a relief than anything else as you come to your final stop. There are perks that come with a permanent home, even if that home is prison; regular exercise, your own cube or cell, your own bed, commissary, access to ice machines and microwaves, regular reading material and the chance to get into a livable routine.

For those who are self surrendering and seeing the prison for the first time, nervousness, apprehension, regret and disbelief are all common emotions. There is also a very surreal aspect to traveling to prison on your own recognizance. It is against all instincts to present oneself for incarceration. In my case, I flew into Boston alone the night before I was scheduled to surrender and took a taxi to a hotel near the prison. On the day of my surrender, I got up, tried to eat

something and then actually walked about 15 minutes down the road to my new home. Years later, that walk is still fresh in my mind. In many cases, you will be dropped off at the prison by friends or relatives. This can obviously be a very emotional time. Say your goodbyes, take a deep breath and proceed to the entrance.

The Intake Process

Although not especially involved, the intake process can take quite some time, time mostly spent waiting. If you were taken into custody at sentencing then you will already know that the BOP staff work at their own pace. Your convenience and comfort are of absolutely no concern to them whatsoever. You are a Federal prison inmate now subject to the whims of prison staff and the regulations and procedures of a very large bureaucracy. There is little you can do but be patient. If you are self surrendering, do not be surprised then if you are told to wait for an hour or two before being called in for processing by Receiving and Discharge (R&D). Regardless of how you arrived at the prison, once it begins, the intake process may take anywhere from one to four hours. If you are arriving from another institution and the staff is busy when you arrive, you may be placed in the hole for days or weeks until they have time to process you (see *Welcome to the Hole*).

You will usually begin the intake process by being quizzed on your identity and crime to ensure that someone else has not reported in your place. Once this is confirmed, you will usually be locked in a holding cell. If you are lucky, you may avoid this. You will then be taken to an area to be strip searched. The search will likely be conducted in a place where multiple BOP staff members can see you. It was during the strip search, standing naked before a prison guard while other officials walked by casually, that the reality of my situation really began to sink in. Rules, regulations and prison security always trump inmate comfort and peace of mind. The intake officer will look up your nose and in your mouth and ears. He will tell you to shake your hair out before bending over and spreading your buttocks. If you are a woman, you will also be told to squat. (For women, the strip search will take place even if you are menstruating).

In extreme cases where there is strong evidence indicating that an inmate poses a serious security threat and is in possession of contraband a manual body cavity search may be performed. This procedure involves the probing of bodily orifices using fingers and instruments. There are strict rules regarding manual body cavity searches and it is extremely unlikely that you will be subject to such a search.

While going through a strip search or in extreme cases, a manual body cavity search is degrading, the bright side is that it is over quickly. It may help to keep in mind that millions of others have gone through this same process and millions more will go through it in the months and years to come.

After being strip searched, you will be given a temporary change of clothes. If you self surrendered, the clothes you were wearing will be sent home. Let your family know that they should be expecting this so you do not cause them any undue concern when a box of your belonging shows up on the doorstep.

After changing into your new clothes, you will be fingerprinted, photographed, and issued your new bright red prison ID in addition to a copy of the Admissions and Orientation Handbook[*]. Keep your ID with you at all times. In addition to having your inmate number on it, which you will be asked for constantly, the card is instant proof that you are who you say you are. You will be asked to show it frequently. Read the handbook. It is important to know what the official rules are, even if those rules are often skirted or interpreted with Orwellian like logic.

After receiving your prison ID and your new outfit, you will undergo a brief interview to determine if you are in any immediate danger should you be placed into general population. Those inmates who have violent gang affiliations or who cooperated with the government in return for a reduced sentence may be sent to a separate area, isolated from the other inmates. Because space is

[*]See Appendix 2

limited, do not expect to avoid general population without a very compelling reason.

The final stage in the intake process is a nurse or physician's assistant who will give you a quick interview to confirm the medical history information in your PSI, note if you are currently taking any medications and determine if you are suicidal. Do not even think about answering in the affirmative to the suicide question unless you really do feel like you are about to kill yourself. You will be immediately taken to a suicide watch cell, where you will remain under 24 hour supervision for days or weeks until prison staff are confident that you are not a danger to yourself.

The nurse may also give you a test for tuberculosis (TB). Because TB is contagious, if given the test, you will be placed in the hole until the results come back and you can be moved onto the compound. You may also be placed in the hole until a bed in general population opens up. As the name suggests, the hole is not the most pleasant of places. If you are able to avoid it, say a word of thanks as you are led to general population. If you do have a date with the hole, it won't be enjoyable, but you will survive.

Welcome to the Hole

The hole—officially referred to as the Special Housing Unit (SHU) is a high security building on the prison compound, which consists of one and two man cells. It is used to house new inmates who have not yet been processed or who have not yet been admitted to general population. It is more commonly used for disciplinary purposes and to protect inmates from threats to their person.

My experience with the hole began when an officer from R&D led myself and another man who was confined to a wheelchair to a large steel door. He radioed inside and two guards (officially referred to as Correctional Officers or CO's) opened the door and told us to "get the fuck inside". When a slight elevation in the doorway prevented the man in the wheelchair from entering, they yelled at him, asking him why he couldn't walk. Eventually he was able to

hobble through and we were both placed in a small concrete room, perhaps 8' x 6' in area. A thick Plexiglas window allowed the guards to see us.

Once inside the room, the CO locked the door and disappeared around the corner without explanation. About ten minutes later and just as I was beginning to think that I was going to be left there for hours, the CO came back and ordered us to strip and change into two bright orange jump suits and flimsy canvas slippers that were pushed through the slot in the door. We were then told to turn around and place our hands through the slot. If you have not been handcuffed before, a tip—to minimize the discomfort, be sure to position your thumbs facing up so that they are pointing towards the back of your head. This minimizes the strain and discomfort put on your wrists and arms. Once handcuffed, the door was opened and we were led to separate cells. I was given a three page document entitled *Special Housing Unit- Information Bulletin for Inmates*[*] and told to step into the cell. The door was locked. I pushed my hands through the slot behind me and the handcuffs were removed. The CO walked away and there I was, alone in my new home.

If the reality of my situation started to sink in during the strip search, now it really hit me. Dressed in a bright orange jumpsuit, I stared at my cold concrete and metal surroundings. The cell was approximately 6 feet wide and 10-12 feet deep. My furniture consisted of a metal bunk bed, thin mattress, metal desk with swinging stool, mirror, metal combination sink toilet contraption and a shower with the water pressure of a broken down drinking fountain. A narrow window in the corner was made of thick frosted glass, meaning that I could judge by the intensity of the light as to whether it was day or night, but I had no view of anything beyond obscure shapes and shadows. The sounds of toilets flushing and the voices of other inmates yelling to each other and to themselves reverberated throughout the complex. Through the small window in the door I could see the wall directly across from my cell. I could not see the doors of the cells housing the other inmates as the SHU complex is designed so that no two cell doors face each other.

[*] See Appendix 1

For a first time inmate, the mental strain of being locked in a cell can be significant. Cells in the SHU do not have televisions and if you are just arriving, you will have no radio either. This means that you will go through a kind of sensory deprivation that you have probably never experienced in your life. Do your best to remain calm. Practice 10-15 minutes of deep breathing when feelings of anxiousness or panic begin to arise. No matter how lethargic and depressed you might feel, force yourself to exercise. Push ups, squats, sit ups and lunges all pass the time and help to work off the stress.

If given a TB test, initially you will be placed in a cell alone. Once you are declared clear, you may be moved to a cell with another inmate. The space is very small for two people and you are best off doing whatever necessary to remain on cordial terms with your new roommate. I personally preferred the privacy of being in a cell alone, but I know others who enjoy the companionship that a roommate affords.

While in the hole, you are to be given access to reading material and different institutions will have different rules as to the frequency of this. Hopefully you arranged to have books, magazines and newspapers sent to yourself ahead of time. If so, expect delivery in the afternoon in the first couple of days. If you don't have any of your own reading material, your best bet is to wait until you are being escorted to rec and ask the guard if you can grab a book. There will be some kind of book shelf located somewhere in the hole. Be polite and you should be able to get a book—or two if you are lucky. If the CO denies you the book, wait until another comes through and politely repeat your request. Eventually you will come across a CO who has some empathy for what it must be like to sit in a cell for 23 hours a day with no TV, radio or reading material.

Food in the hole is bad. You will be fed three times a day by a CO or by an inmate orderly who will put a tray through the slot in the door. The food is all at least a day old and has been reheated. Force yourself to eat and save anything non-perishable that you

don't eat. You will be served three meals and three meals only so it's a good idea to have a snack stashed away.

Residents of the hole are permitted an hour of recreation (rec), five times a week. At some point in the day a CO will come by and ask if you want rec. For your own sanity, say yes. Note, if you are still awaiting your TB results, you will not be allowed to leave the cell at all until the CO's in the hole have been notified that you are clear. This should take 2-3 days.

When you are led to rec, you will again be handcuffed and you may be patted down too. Don't go out of your way to be friendly, but be polite (more on that later in *The Guards* section). The CO's in the hole can very easily make your situation far worse than it already is. After three days I was finally permitted to have rec. I remember expecting to be taken to a green field where I could maybe do a little jogging. Instead, I found myself being led into what appeared to be a very large dog kennel. The rec yard consisted of half a dozen completely enclosed cages. Each cage was approximately 20' x 30' and maybe 35' in height. Once inside the cage, the CO will remove your handcuffs and you will be free to roam. Most inmates walk in circles or pace up and down the length of the fence. It is wise to take advantage of this opportunity to stretch your legs and release some energy.

If you self surrendered, this will be the first time that you are in direct contact with other inmates. Do not be too anxious to make friends and do not ask too many questions. A simple "what's up?" will suffice. If they are interested in speaking with you further, they will speak. Even then, it is best to say little in response. You have not even been on the compound yet and you do not know who these people are and why they are in the hole. Be polite, be calm and be neutral in your speak and mannerisms. (More on dealing with the other inmates in the *Creating the Right Impression* section).

After having been told that I would be in the hole for two or three days, it was nine days before I was finally let out. Although I was cleared of TB after just two days, the unit officer in my dorm did not get around to signing the paperwork to order my release for another week. This was difficult for me to understand at the time,

but over time you will come to terms with the fact that your comfort and convenience means very little to the BOP staff.

When first arriving, you may avoid the hole altogether, but you need to be prepared to be sent there for many weeks, even if you are told it will just be a few days. Indeed, by the time I was released to my unit, there were a number of inmates who had been in the hole for over six weeks, awaiting placement at the adjacent camp.

Tip

Every cell in the hole as a duress button, which sounds an alarm in the control room. Do not press this unless it is an absolute emergency. When you press the button, the CO's are obliged to stop watching TV and surfing the Internet and come to your cell. If they find that the problem is anything other than a life and death emergency, they will not be pleased.

Tip

During the winter time in colder climates, it can get excessively cold in the SHU cells. Nevertheless, in many cells a vent will deliver cold air 24 hours a day. The vent can be patched up with toilet paper or newspaper rolled into long rolls and stuck into the ducts. This is of course against BOP policy so it is up to you if the risk is worth it. With a steady stream of cold air blasting my face all night, it didn't take long for me to climb up on the sink with rolls of wet newspaper in hand.

4

WELCOME TO GENERAL POPULATION

Upon release from the hole, (or if you are lucky enough to avoid the hole altogether—after the intake process is complete) you will be shown to your new home. If you were in the hole, you will probably have already gotten a look at the prison grounds (the compound) upon your arrival. If you are just coming out of R&D, you will be seeing the inside of a Federal prison for the first time.

Every prison is laid out differently, but the various buildings you see will house the Captain's and Lieutenant's offices, guard station (control), chow hall, recreation area, visitors room, chapel, commissary, laundry, barber and in the case of a Federal Medical Center—the hospital/clinic.

If you have been placed in a Federal Prison Camp, the place may remind you of a small community college. The lowest security prisons in the system, camps do not employ fences. Instead there are a clearly marked lines. Cross the line and you will be considered an escapee.

If you have been placed in any other security level institution, it will be far more evident that you are indeed in prison. Razor wire fences will surround the compound. And you will see a pick up truck or van driving in circles around the perimeter. This vehicle is driven by a well armed CO with shoot to kill orders should you somehow make it over the fence; a feat that in my months of study

and daydreaming, could only be achieved with the assistance of a well armed helicopter.

The accommodation at most Federal prisons is divided into units—separate buildings or floors of a building that house approximately 150 men each. You will arrive at your unit and be given your cube or cell number by the CO or Unit Manager on duty. If you are unsure where your cell or cube is, ask another inmate to point you in the right direction.

A cube can be as small as 6' x 7' and is bordered by a 5' tall concrete wall. At 12' x 8', the cubes at FMC Devens were considerably larger. Some prisons squeeze three men into this area, while most settle for two (FMC Devens houses two men to a cube). A typical cube will have a bunk bed, two lockers, a couple of chairs, a desk and a small fluorescent light.

Just as with the cubes, cells vary in size. In addition to the furniture that comes equipped in a cube, cells include a toilet and sink and a small window that of course does not open. Cells usually house anywhere from two to four men. They do not feature open bars as you see in the movies. Instead, they have either a standard door or a sliding door.

You will not have much say in whether you are placed in a cube or cell. Although if your designated prison has both cubes and cells, over time you may be able to make a case to change to one or the other. FMC Devens has both cubes and cells and since the cells allow for a high level of privacy and the doors are locked for only 6 hours a night, I knew many inmates who actually preferred the cells to the open dormitory setting of the cubes, which is much louder and offers very little privacy. This is especially true if you have a top bunk, which puts you in plain view of everyone in the unit. Others could not handle the feeling of being locked in for six hours a night and preferred the open space of the cubes; at least in the dormitories you can move about.

Due to overcrowding in the Federal prison system, you may find that small rooms or hallways have been filled with bunk beds and

converted to sleeping areas. Generally a cube or cell is greatly preferred as they afford more privacy. Living with eight to twelve men in a confined space can test the will of even the most patient of inmates.

New inmates almost always receive a top bunk and usually in a less desirable area, such as close to a noisy bathroom. As others leave, over time you will move up the pecking order and you will eventually be able to move to a better location. Since your name is attached to your cube or cell number for count and census purposes, any move requires the permission of your Unit Manager. Never, ever move without permission.

If you require a bottom bunk for medical reasons, it's going to be up to you to convince the medical staff that your claim is valid. If your condition is outlined in your PSI, you should not have much of a problem. If it is not, then unless your medical problem is blatantly obvious, be prepared for a bit of a battle. As many inmates dream up imaginary conditions with the hope of securing a bottom bunk, the Unit Manager will likely greet your request with some skepticism.

The Five Things to do Immediately Upon Arrival

There are five things you need to do within the first few hours of your arrival.

1. Get your bedroll
2. Get to Laundry
3. Get to Commissary
4. Fill out an Inmate Visitor Request form
5. Fill out an Inmate Telephone Number Request form

Get your bedroll

If for whatever reason you have not yet been given a bedroll (sheets, blankets, pillow cases), you are going to want to get this as soon as possible. Ask your Unit Manager or ask one of your new neighbors. They all had their first day in prison once and many (not all) will be happy to point you in the right direction.

Pillows are not included in the bedroll. If your bed does not have a pillow on it, ask your celly and your neighbors if they know where you can get one. If no pillows are available in the unit, let your Unit Manager know and be prepared to wait a week or so. Don't go straight to the CO and tell him you don't have a pillow. He may very well begin a search (shakedown) of everyone's property, looking for the missing pillow. When contraband is found (and contraband is always found), the other inmates will blame you. This is not the way to start your first day.

Get to Laundry

When you arrived you were given one set of clothing, which you are now wearing. You are going to want to get to laundry as soon as possible to pick up your new clothes. In some institutions, the laundry is only open certain hours on certain days. Ask your Unit Manager or the CO on duty how soon you can go. You may find that you have to wait a day or two. Yes, this will mean wearing the same clothes for a couple days.

When you are able to get to laundry, you will be asked your general size—don't expect perfect fits. The following is the clothing provided by FMC Devens to new inmates. If you are in a warmer climate, you will receive the same items minus the winter clothing. You may also be issued a ball cap, poncho, belt and two handkerchiefs.

- 3 Khaki Shirts
- 3 Khaki Pants
- 5 Boxer Shorts
- 5 Pairs Socks
- 2 Towels
- 2 Wash Cloths
- 1 Winter Jacket
- 1Spring Jacket
- 1 Black Boots
- 1 Pair Gloves
- 1 Knit Hat

- 2 Thermal Tops
- 2 Thermal Bottoms

Tip

If you are assigned to work duty in the kitchen, you will receive additional clothes suited for the job. (Usually white pants, shirts, hat and rubber boots).

Get to Commissary

In terms of both food and personal care products, the prison will make available the bare essentials. You will get three meals a day. And you will given soap, toothpaste, razors and a cheap comb. Women will be given feminine hygiene products. However, the food and products that are supplied are all of the absolute lowest quality. The provided razors for instance are so dull that they are rendered nearly completely useless. If you can afford it, with numerous brand name food products and personal care items, commissary can make your stay in prison far more comfortable. Prices are similar to those at your local supermarket.

Some prisons will allow you to shop immediately on your first day. Others will make you wait until your shopping day, which is one day a week and is based on your BOP number. Ask your celly or neighbors if you are allowed to shop right away and if not, ask them how to calculate your shopping day. (Shopping days are divided equally amongst all inmates according to BOP number). If you can shop right away, ask another inmate for a commissary sheet. Be sure to replace it as soon as you get back from commissary. Take your empty laundry bag with you to commissary. This is your shopping bag.

Every commissary is different, but all have the essentials such as pens, writing paper, stamps, quality razors, shampoos, soaps, lotion etc. in addition to a wide variety of packaged food items. The commissary also carries larger ticket items such as tennis shoes, radios and headphones.

On your first day, I recommend purchasing a lock for your locker (a must), a lock guard (a small piece of metal that fits over the top of the lock, making it more difficult to pry open), personal hygiene products, pens, paper, stamps, laundry powder, aspirin and some snacks. If you plan on watching any TV, you will need a radio. While expensive, I recommend buying large headphones as they help to drown out the outside noise and make watching TV and listening to music far more enjoyable. You will have noticed by now that the boots supplied to you by the prison are enormously uncomfortable. Buy a pair of tennis shoes as soon as you can. If you can afford it, a watch is also quite useful. You are expected to know what time it is for counts (See *Count Time* section). If you are unaware of the time and go to the bathroom when the guards come by to count, you risk a trip to the hole. The simple solution—wear a watch.

Major items such as tennis shoes and radios are available on the black market (detailed later in this report). However, as a new inmate I recommend paying full price at the commissary for two reasons. One, you will avoid getting ripped off. And two, in your first couple weeks it is best to avoid getting involved in any business transactions with other inmates. Once you understand the black market, are well versed in payment methods and market prices and know who can be trusted, there are some deals to be had. Until then, pay a little bit more at commissary and focus on just getting yourself set up.

A quick note on the lock. Firstly, the CO has a master key to open all inmate combination locks. He or she can and will open your locker to search for contraband so be prepared for this eventuality. In prison, your person and belongings can and will be searched at any time. Secondly, a lock can be broken—even with a lock guard in place. Many inmates are on their own financially and have no money coming from the outside every month. To them, a $30 radio is an extremely valuable item, possibly worth the risk of stealing. A few months into my sentence, my celly let me know that a number of different people were discussing breaking into my locker the day I arrived. He had stepped in and said that I was a decent guy and to leave it alone. This is one example of why it is so

important to create the right impression when you first arrive. If I had come across as a complete asshole or as someone who was weak and would not stand up for himself, my celly may very well have joined the others in clearing out my locker.

Tip

When you arrive at commissary, give the officer or inmate your completed form. When your items are ready, they will call your name. Place all your items in your empty laundry bag. Ask for two blank commissary sheets so you can replace the one you borrowed and use the other the following week.

Fill out an Inmate Visitor Request Form

Before you will be permitted any visits, you must fill out and submit an Inmate Visitor Request form. While immediate family members are usually automatically approved, all other visitors will be subject to a criminal history background check. Anyone on your visitor list who has a criminal history will be denied visiting permission. This decision however, can be appealed. Should this be an issue, talk to your Unit Manager. Expect to be able to have your first visit the weekend following the date of your arrival.

Fill out an Inmate Telephone Number Request Form

In addition to a visiting form, you will also want to fill out an Inmate Telephone Number Request form. Before you can place any calls, you will need to submit the names, phone numbers and relation to you of anyone you would like to call. Submit the completed form to your Unit Manager and expect to wait anywhere from a few days to a few weeks before the list is approved. The Unit Manager will also provide you with a PAC number, a code unique to your account that must be entered each time you place a call.

Especially if you have self surrendered, your first night in general population will likely be a lonely one. You'll be surrounded by a sea of people, but until you learn the ropes you won't know who they are, who can be trusted and who should be avoided. You won't know what to expect the next day and you'll have no routine

in place. It's normal be a little anxious and nervous. Take a deep breath and try and get some sleep. Believe it or not, it won't be too long before you settle into prison life, complete with a group of 'friends', a job and a regular schedule.

Your Celly and Your Neighborhood

Once you find your cube/cell, take a look around at the inmates in your immediate area. As Unit Managers do entertain requests for cube/cell moves, in many prisons inmates segregate themselves into small areas, often times referred to as neighborhoods. These neighborhoods can be based on ethnicity, hometown or state or even simply common interests, although they are most often based on race. If you are white for instance and notice that everyone around you is black, don't be surprised if shortly after your arrival you are told that it would be better if you moved elsewhere. If this does occur, don't argue. Talk to the Unit Manager and move to another area. In the beginning of my sentence I was amused to hear inmates discussing the good and bad neighborhoods, neighborhoods that encompassed no more than 50 square feet and were located a stone's throw from each other. But within a few weeks, I too shared these same feelings and avoided hanging out in the bad neighborhoods, which in my unit were comprised primarily of pedophiles.

The man who is assigned to the same cube/cell as you is called your celly or bunky. This is the person you are going to see more than anyone else so it is best to try and get along. It doesn't matter if you obviously aren't going to be best friends, your stay is going to be made much more pleasant if you at least get along.

My celly was an eight time felon from Washington DC. This time round, he was serving a sentence for conspiracy to distribute crack cocaine. He had been sent to FMC Devens for medical evaluation. A botched robbery on another crack dealer had left him without his right eye. Apart from the fact that I once visited Washington DC as a child, I had nothing in common with this guy. Still, I made a point to find common interests to discuss, which

usually meant talking about sports and girls. In the end we ended up getting along quite well.

If you find that you absolutely can not live with your celly, your Unit Manager may allow you to move. However, before you do so, you will need to talk to your prospective new celly or bunky and confirm that they are okay with you moving in. They in turn will consult the neighborhood and you will either be given the thumbs up or thumbs down.

Controlled vs Uncontrolled Moves

Before you leave your unit, make sure you understand the rules regarding moving about the prison compound. If you are in a camp, you can move about at will. If you are in a Federal Medical Center or any other security level prison, you will be permitted to move from one point in the prison to another at certain times only. At FMC Devens, the 15 minute move rule was in effect, meaning that 15 minutes of moves were permitted once an hour.

At the top of every hour beginning at breakfast and ending after the last pill line at night, an announcement was made over the prison intercoms, "Fifteen minute move, fifteen minute move". At this point, a rush of hundreds of inmates would flood the compound, traveling to and from the rec yard, library, hospital, commissary, chapel and their work assignments. After fifteen minutes, the announcement would come again, "End of move, end of move" and the compound would again go quiet as the CO's locked down the compound. If you find yourself on the compound when the move is called, you are considered out of bounds. Get to your destination immediately. You can be disciplined for being out of bounds in this way, but if it is not a flagrant violation and if you haven't caused problems in the past, you will probably just be told to hurry up. When you reach your destination, the door will be locked. Ringing a buzzer will get the attention of the CO who will come and open the door for you; eventually.

Often times, 15 minutes is simply not enough time to get from point A to point B and back to point A again. For example, when buying supplies, I had to get from my unit to commissary, submit

my order, wait for it to be prepared, collect my order, and get out of the building and back to my unit. When there was a delay in any leg of this process, I would find myself locked in commissary waiting another hour for the next move.

At times and without apparent reason or notice, the15 minute moves are skipped. When this happens, you may end up waiting for 2 or 3 hours at a time. I remember being locked in the rec yard on a particularly cold New England day for 3 hours. If nothing else, the prison experience teaches patience.

5

YOUR FIRST FEW WEEKS ON THE INSIDE

Your first week weeks on the inside will likely be the most difficult time of your sentence as you struggle to adjust to a completely new and foreign world and to come to terms with the fact that for quite some time to come, this will be your new home. Your behavior during this initial stage of your sentence is critical in shaping how the remainder of your time will play out.

The Twelve Golden Rules of Inmate Etiquette

Your first few weeks and indeed your entire stay in prison will be made entirely more tolerable if you adhere to the twelve golden rules of inmate etiquette. Obeying these rules will help to positively shape your reputation, which will follow you throughout your sentence.

1. Don't Rat

   If you and another inmate have a problem, you settle it amongst yourselves. You do not go to the CO. You do not go to the Counselor or Unit Manager. If you see something going on that shouldn't be, keep it to yourself. It's none of your business. You are an inmate, not a cop.

   The only exception to this rule that I can think of is if you genuinely feel that your life is in danger. In this case, the

CO will have you moved to the hole. An investigation will follow. If you are lucky you will be moved to another institution. If you are not, the other inmate will be moved or it will be decided that there does not exist a sufficient threat. In both scenarios you will be placed back in general population where you will forever be labeled a rat.

Halfway through my stay, two men got into a fight over who would sit where in the TV room, an all too common occurrence. Both were sent to the hole. Six weeks later, one of the men was returned to the unit. The other man did not return. The rumor quickly spread that the man who had returned had gone to the Unit Counselor saying that he feared for his life. This resulted in the other man, who was very well liked in the unit, being shipped to another institution. From then on, the man who had returned to the unit was labeled a rat and was completely ostracized. Most people avoided talking to him, even his former 'friends'. Nearly every day, he found notes on his cube that read "RAT". He was verbally abused and he was relegated to the far corner of the TV room. He was very lucky to avoid any physical violence.

Now, if his life was truly in immediate danger, perhaps going to the counselor was the only action he could have taken—his resulting situation just an unfortunate reality of prison life. It is far more likely that he panicked and made a rash decision. And regardless, the entire situation could have been avoided altogether if he had not gotten into the fight in the first place.

2. Don't Cut in Line

Prison is stressful and many inmates are ready to snap. Be respectful and don't give them a reason to explode. If there's a line, get in back. You have plenty of time.

3. Don't Reach

In the chow hall, when you are in line and when you are sitting down eating, do not reach across another inmate's tray. If you need something, ask for it. Again, it's a matter of basic respect. Little things can be magnified a hundred times in prison and quickly get out of hand. Be polite.

4. Mind Your Own Business

You'll often hear inmates refer to the term, "Do your own time". This is the equivalent to "Mind your own business" and is absolutely paramount in avoiding trouble. In many ways, prison is like high school. A large group of people spend a lot of time together every day for years. Inevitably this leads to rumors, speculation and gossip. Do not get involved. Aside from the fact that most of the information that floats around is patently false or greatly exaggerated, if you choose to pass gossip along you run the very real risk of being angrily confronted by the inmate in question. Avoid the hassle and steer clear of gossip and rumors. Further, due to the utter lack of privacy, you will constantly hear the conversations of other inmates. Do not make an active attempt to listen. Do not respond to what is being said. If you can't help but to listen, make sure it is not at all obvious that you are doing so.

Along these same lines, be careful about asking too many questions about the personal or legal situation of other inmates as you will be suspected of being a rat. As my celly liked to say, "The more you know, the more you can tell". The one question that is okay to ask is, "how much time you get?" You will be asked this constantly, especially when you first arrive. You'll also notice that no one will ask you about your charges. It may seem like the most reasonable question in the world considering where you are, but it is considered an invasion of privacy and a cardinal sin. You'll find that over time as you get to know the other inmates, many will share their stories with you. This is fine. But you never ask.

Finally, when you are walking around the unit, absolutely do not look into the cubes or cells of other inmates. You will be suspected of being a thief or a pervert and you will be quickly confronted.

5. Don't Wine

No matter how bad you have it, someone else has it worse. And that someone most likely sleeps a few feet away from you. No one wants to be in prison. If you need to vent, do it through letters, phone calls, exercise, art, writing etc. The other inmates don't want to hear it.

6. Pay Your Debts

Because you can go to commissary only once a week, you will likely wind up borrowing/buying items from you neighbors. If an inmate is running a store, the standard practice is two for one—if you take one candy bar now, you must give the store owner two candy bars at a later date in return. This is a hefty surcharge, but sometimes worth it if you are really craving a snack. If an inmate is simply doing you a favor, they will likely just want the item back the next time you go to commissary. Either way, make sure you confirm what they want in return. They may want another product of equal value or stamps and packages of tuna and mackerel which are used as currency. Failing to pay a debt of even a couple dollars can cause you major problems.

7. Avoid Gambling, but if you Must—Pay Your Debts

It is best to avoid gambling in prison. Apart from the inevitable arguing and fighting, the risk of being cheated and the fact that it is against BOP policy and may earn you a trip to the hole or even a higher security classification, with a fixed commissary monthly spending limit, you may of course lose much needed money.

For these reasons, most of the other books on surviving prison will tell you flat out not to gamble. But I think this is overly simplistic. The fact is prison can be extraordinarily

boring. Playing games like poker can help to pass the time and take your mind off your situation, especially if you have a good group of guys who enjoy each other's company. However you need to be careful who you play with—there are a lot of cheats looking to take advantage of the new guy, and you need to be absolutely sure that you can immediately pay any debts you may incur. As far as BOP policy, the poker players in the unit will know which CO's look the other way and which CO's operate by the book. When the latter are working, the gambling ceases. Nevertheless, you still risk being caught by a CO in a bad mood or ratted out by other inmates. In the end, you need to look at your own risk to reward ratio and decide if it is worth it for you.

8. Don't Steal

Hopefully this is already obvious. If you are caught stealing, expect a physical confrontation, an instant and permanent reputation as a thief and major problems throughout the rest of your stay.

9. Be Courteous

By far, the most fights break out in prison over a perceived lack of respect by one inmate for another. If you are cooking pasta in the microwave (which can take 15-20 minutes) and you see an inmate behind you who needs to heat up a cup of coffee, let him in. If you're in a prison where the phone calls are not automatically limited to 15 minutes, limit yourself and allow another inmate to place a call. If your neighbor is asleep at count, wake him up. If your neighbor is asleep outside of count time, try to avoid being too loud. If you make a mess in your cube or cell, clean it up. Being courteous and polite will take you a long way in establishing yourself as a decent person and avoiding unnecessary confrontation.

10. Avoid Drugs, Alcohol and Tobacco

In all prisons, drugs and alcohol are absolutely prohibited and in all prisons drugs and alcohol are available.

Similarly, since 2004 all Federal prisons have been officially smoke free and since 2004, cigarettes have been available in Federal prison. Despite their prevalence, getting involved with these substances in prison is simply a very bad idea. Inmates are called at random for UA's and breathalyzers. If you fail one of these tests, you may face additional charges—and additional time in prison, your security level classification may be increased, resulting in you being transferred to a higher security institution, and you are certain to be sent to the hole for a number of months.

11. Don't Have Sex

Whatever your persuasion, sex in prison is not a great idea. Firstly, when you're in a high stress environment where fights break out over a can of coke, you can imagine what can happen when you throw sexual attachment into the mix. Secondly, there is the serious risk of disease. Thirdly, it is against BOP policy and if caught you will be thrown in the hole for a prolonged period.

The human sex drive is natural and healthy. Deprived of women, masturbation is thus a fact of life in prison and most inmates talk about it openly with little embarrassment, like one might refer to such a mundane task as brushing one's teeth. There is a growing movement to allow conjugal visits in Federal prison, but based on my knowledge of the US government and the current political climate, I can not imagine that happening any time soon. Politicians must appear 'tough on crime' and granting privileges to convicted and incarcerated felons does not exactly portray the right image. The irony is that by permitting conjugal visits as a reward for good behavior, prison officials would be able to offer a huge incentive to inmates while providing a release for pent up aggression. As many European countries already understand, this in turn results in fewer fights and a better behaved inmate population.

Having said all this, sex in prison, most often between willing partners does occur with frequency. More on this is the *Avoiding Violence and Sexual Assault* section.

12. Never get too Comfortable

Believe it or not (and it will likely be hard to believe your first few weeks), eventually you will get to know a number of other inmates, you will fall into a regular routine and you will get used to your new home. Prison life will begin to seem quite normal or at least familiar. This is good as it means you are past the stress that comes with making the initial adjustment. But never let yourself get too comfortable. By this I mean never let your guard down. Always remember where you are. Don't say too much. Don't ask too much. Don't call undue attention to yourself.

Creating the Right Impression

Unless you are a major celebrity or unless your case was well publicized in the media, when you arrive at prison, no one will have any idea who you are. Whereas back at home, you were able to use any number of things to define yourself; your job, home, car, jewelry, clothing, friends, family, education, professional affiliations, hobbies etc. in prison you have access to none of these. You are walking in completely and utterly alone.

During your first few days and weeks then, the other inmates will be sizing you up, deciding where you stand on the totem pole. The impression that other inmates have of you will decide how you are treated. Do you get a chair in the TV room? Do you get to use the microwave right away or do you have to wait for hours? Do you get assistance with your questions? Is your locker broken into? Is your pillow stolen? A part of this impression will be formed by your crime and your sentence. It will also be formed by how you carry yourself and who you associate with.

Your Crime

As far as the BOP is concerned, apart from the differences in security levels, a criminal is a criminal. You broke the law and now you're doing the time. But inmates view different crimes differently. For example, at FMC Devens, anyone who was in for robbing a bank or smuggling large quantities of drugs was automatically given some respect. After all, however foolish, these crimes do require some real courage. Murder also gained respect, not because the crime was admired, but because the general consensus was one of, "that's not a guy I want to mess with".

Those inmates sentenced for selling small quantities of drugs or like myself, sentenced for a white collar crime were viewed with some neutrality. Committing these crimes doesn't seem very brave or courageous and at the same time at least in the eye of the average Federal inmate, they are not especially evil acts. Inmates convicted of such crimes were usually seen as just another guy caught up in the system.

The one group of inmates who are always automatically denied respect are those who were convicted of child sex related crimes. Nearly all inmates view such crimes as despicable and many will not hesitate to show their feelings with either verbal or physical abuse. (For this reason, the BOP is increasingly keeping all sex offenders in administrative facilities—more on this in *The Hidden Role of Federal Medical Centers* section). If you have been convicted of a child sex crime the good news is that you will be placed in a Federal Medical Center where you will be relatively safe. However, you should absolutely keep the reason for your incarceration to yourself.

If you are asked by other inmates what you are in on, tell them you don't want to talk about it. You are under no obligation to share this information with the other inmates. However, be aware that sooner or later, your charges are likely to get out.

Up until recently, inmates were permitted to have their PSI (papers) with them in prison. As soon as a new inmate arrived, he would be asked by the other inmates to show his papers. The PSI

acted as a resume, spelling out an inmate's crime, whether or not he cooperated with the government, his sentence and life background. Based on his papers, other inmates would quickly decide where the new inmate stood.

Today, as a means of protecting certain segments of the prison population, an inmate is no longer permitted to be in possession of his PSI. This means that an inmate does not have any immediate evidence of his crime. However, thanks to the government's propensity for publishing press releases of felony convictions, if inmates are curious as to a new inmate's crime, they will often ask a family member on the outside to do a quick search on Google and report back. In addition, any legal appeal an inmate makes will eventually find itself published in the books at the prison law library.

In summary, an inmate convicted of any crime not associated with child sex will have the opportunity to develop his prison reputation on his own merits; with some charges actually commanding immediate respect. Anyone convicted of a child sex crime will be ostracized and will not be accepted by inmates convicted of non child sex related crimes. If these inmates mind their own business, it is unlikely that they will face a serious physical threat. And for better or worse since all child sex offenders are now designated to Federal Medical Centers, such individuals will find allies in plenty of other inmates who are in on similar charges.

How You Carry Yourself

The fact that you are walking into prison completely alone presents a certain opportunity. The slate has been wiped clean and regardless of who you were before prison and how you actually feel deep down inside now, you will be judged in large part based on your appearance. If you project confidence, you will be deemed confident. If you project weakness, you will be deemed weak.

Appearance is everything. If you appear to be someone who would stand up and fight back if threatened, then potential assailants will move on to someone else who appears to be weak and unwilling to stand up for themselves.

While confidence is crucial, do not confuse this with arrogance or cockiness. Inmates are subject to this kind of attitude day in and day out courtesy of many of the CO's. An inmate who acts this way is just asking for a confrontation.

Who You Associate With

Over time, you will end up gravitating towards those inmates with similar backgrounds, interests etc. Since it's likely you wouldn't spend time with the majority of these same people if you were at home, it's hard to say whether the people you come to know in prison are really friends in the true meaning of the word. At any rate, they are certainly close associates.

The inmates you choose to associate with will help to shape your prison reputation. At FMC Devens a couple new guys came in and were openly friendly with those inmates who were obviously members of organized crime families. Immediately, all the other inmates granted the newcomers a certain level of respect and knew that these were people not to mess with. Similarly, some new inmates came in and before long were spending all their time with known pedophiles and child molesters. Whether it was true or not, all the other inmates immediately assumed that they were child molesters too. For this reason, it is important to be weary of who you spend significant amounts of time with until you know who is who.

Many inmates have been isolated from the outside world for years and will be looking to have a conversation with someone fresh off the street. All alone, you will be tempted to reciprocate. However, you should be in no hurry to make new friends. You will have plenty of time for that. In the beginning you need to sit back and watch and learn. There's nothing wrong with short conversations, but until you know who is who and who you want to align yourself with, avoid overtly friendly actions such as going to an inmate's cube to talk or asking an inmate if he wants to go up to eat at the chow hall.

When I first arrived, the inmate in the cube immediately behind me offered all kinds of assistance and advice. After a few days, he invited me to join him at an exercise class that he attended two or three times a week. The guy seemed normal enough and I was anxious to make friends. And after nine days in the hole, a little exercise sounded good, not to mention conversation with another human. But something told me to decline the offer.

Later I found out that this inmate was a child predator, had a history of sexual relationships with some of the younger inmates and was halfway through a 20 year sentence for child rape. Needless to say, from then on I avoided speaking with him at any length. If I had spent any time socializing with this man, all the other inmates would have assumed that I was a gay pedophile currently in some kind of homosexual relationship with him. Once that reputation had been established, it would have been very difficult to change. It's harsh, but that is the reality of prison life.

As on the outside world, in prison it seems that people of a like mind tend to gravitate to one another. Eventually I had a small group of friends who had all been convicted of small time drug offences or white collar crimes. My time spent with these people and the fact that I was generally polite and did not offend the other inmates, helped to further my reputation as a decent guy. The key to meeting the right people is to be patient and follow your instincts. I also benefited somewhat from being on speaking terms with inmates from many different backgrounds. Obviously the more inmates of different groups and backgrounds that think you are an alright guy, the less the chance that you will become a target.

Tip

If you choose to hang out with the homosexual inmates, it will be assumed that you are a homosexual. In prison, if you are not gay, it is better that you are not assumed to be so. In camps, medical centers and low security facilities, a homosexual inmate is unlikely to experience significant abuse outside occasional verbal insults. However, he is likely to be the subject of sexual advances by other gay inmates. If

you are not gay and would like to avoid being deemed as such, avoid spending excessive time with the gay inmates.

Tip

As a younger inmate, say 20-35 or so, you can benefit by aligning yourself with some of the old timers. Many of the older inmates have been in prison for years, if not decades and now command a certain level of respect. As a new inmate, if you are seen to be on friendly terms with the old timers, your chances of finding yourself the subject of any kind of physical or sexual attack will be further reduced. In my case, a Vietnam Vet who had completed 30 years on a 34 year sentence took a liking to me and often stopped by my cube for a chat. I have no doubt that being seen to be this inmate's friend helped me to gain some respect in the unit.

Admission and Orientation

When you first arrive, you will be placed on Admission and Orientation (A&O) status. During this time, you are expected to familiarize yourself with the institution and its rules. Your name will likely be on the call out sheet daily (see *Call Outs* section) as you are called up for your physical, dental check up and meetings with your Unit Team. You will not be assigned a job until after you are given the A&O presentation, which consists of a full day of lectures by prison staff and takes place anywhere from 1-6 weeks after your arrival.

At the A&O presentation, various prison officials will make appearances and explain various do's and don'ts. Do NOT ask any questions during this time. Doing so instantly advertises your concerns to all the other inmates and thus makes you venerable. Further, in front of all the other inmates and fellow prison staff, you are only going to hear the party line. If you have any genuine concerns or questions, find the given official at mainline or in their office during open house hours. (Some prison officials will only talk with inmates outside mainline during open house hours. These are often ridiculously brief windows of time, maybe 60 minutes a week. Open house times will be posted on the office doors of prison

staff). Your unit counselor should be available in his office on most days.

Within a few days of attending the A&O presentation, your new job will be confirmed and you will no longer enjoy A&O status. You will be expected to work and any leniency that may have been demonstrated to you because of your A&O status will disappear. You will be expected to know the rules and abide by them.

Accepting Gifts

Especially when you first arrive, some inmates may offer you free items, maybe a pair of shower shoes, a lock for your locker, a pair of ear plugs, even a candy bar. Some inmates are genuinely decent people who remember what their first day in prison was like and are simply trying to help out a fellow human being. Others are attempting to set you up. If you accept a candy bar worth a dollar for instance, they may come by the next day and tell you that you owe them $5. If you can't pay it, they will threaten and intimidate you.

The problem with accepting freebies in prison is that you can never be sure of the other person's motives. Therefore, in the beginning the best way to avoid any problems is to politely refuse anything that is offered to you free of charge by another inmate. If you are unable to go to commissary for your first few days and you desperately need whatever is being offered to you, as is so often the case in prison you will have to go with your gut instinct. This is a good skill to develop. Even if the case is that the guy just genuinely wants to help, remember to repay him when you go to commissary. In prison commodities are limited and resources are finite.

As time passes, you will become friendly with some of the inmates and you will know that there is no harm in accepting even a complete meal from certain people. However, always remember to quickly repay the favor with something of comparable value. For example, different inmates who I was friendly with would often bring me a bowl of pasta, or a candy bar or a bag of popcorn from time to time. I appreciated it and I knew right away that the next

time I went to commissary or the next time I cooked, they would expect something in return and I would be more than happy to repay the favor.

TV Room

By far, watching TV is the most popular pastime in prison. It passes the time and keeps you in touch with the outside world. But before you venture into the TV room, it's important that you understand the basic rules.

The TV room will typically consist of one large square room with a cement floor and a number of TV's attached to the walls. Each TV is designated a certain genre e.g. Spanish language, sport, movies and general viewing. The audio can be listened to with your FM radio. Speaking strictly by the book, when an inmate wishes to watch TV, he is supposed to bring his chair from his cell or cube into the TV room. In practice, many inmates leave their chairs in the TV room permanently or procure a second chair from elsewhere and make it their personal TV room chair. Either way, when you go into the TV room, assume that every chair you see is reserved. Bring your chair with you and sit in the back. Do not sit in an empty chair and do not move anyone's chair. This is a gross sign of disrespect and will likely lead to a confrontation.

The channel that is watched is usually decided by the person or group of people who have one, been there the longest and two, are willing to fight to ensure they can control the TV. Needless to say, in the beginning of your sentence at least, just keep quiet and watch what is on. Eventually you will likely get some say in the matter. After a few months, on the quiet nights, some of the old timers would tell me to watch whatever I felt like. With 150 men and 6 TV's, I remember that that always felt like a real privilege.

On Friday and Saturday nights as well as on holidays, institutional movies are shown. These were always big draws and you could usually expect 40 or 50 inmates crowded around a 20 inch TV enjoying the commercial free faire. No R rated movies are shown in Federal prison so there is a lot of junk, but occasionally we

would get a quality new release. I always found it amusing that the BOP allows inmates (many of whom are of course violent offenders) to watch endless graphic violence on series such as Law and Order, CSI, Prison Break and the Sopranos (which incidentally was never missed by the mafia guys), but there would be an immediate uproar should a woman's breast somehow make it to the screen. Indeed, possession of any pornographic material constitutes contraband and will earn you a trip straight to the hole.

Expect the TV room to be closed from 11:30pm to 5am. Although, the CO's in some institutions may make exceptions as long as everyone is in their beds for count time. Also, during special sporting events such as the World Series, the TV room may remain open past normal hours. This is at the discretion of the Warden.

Tip

You may notice that certain TV's or TV rooms are obviously frequented by members of a single race. If this is the case, don't challenge it. For example, at FMC Devens, my unit actually had three TV rooms. The main room had four TV's and two smaller rooms each contained one TV. However from the day I arrived until the day I left, these were controlled by blacks. Despite the fact that I was friends with many of these people, I (nor any other non-black) ever ventured in. Doing so would have invited a confrontation. It may not be fair or right, but that is the way it is and unless you have a lot of time to do and plan on changing the system, you're best off respecting it.

Call Outs

Every evening, a list of names and inmate numbers will be posted in the unit, detailing appointment times for the next day and work changes. For instance, if your Unit Manager wants to talk to you, you might see your name on the call out list along with the time and a code which corresponds with a building on the prison compound. Similarly, if you are due for a dental check up or a physical, your details will be posted. It is your responsibility to check the call out list daily. In the first few weeks, most inmates will have

call outs almost daily as they are called to the different prison departments.

Cop Outs

When you want to voice a complaint or make a request in prison, you must do so in writing. This is true even for something as trivial as asking for a new pillow. The most commonly used form is the BP-A148, Inmate Request to Staff Member, referred to as a cop out by both inmates and prison staff. These forms will be available in the unit—just ask another inmate. Once you fill out a cop out, you can either hand it to the prison official in question or you can place it in the outgoing mail box. According to BOP policy, once you submit a cop out, you must receive a response within 72 hours. In reality, you may have to wait well over a week before anyone gets back to you.

If you are not happy with the response you receive on the BP-8, you may file a BP-9 which goes directly to the Warden. If you are still unhappy, you may file a BP-10, addressed to the Regional Director of the Bureau of Prisons. The final stage within the BOP is a BP-11, which is addressed to the National Director of the Bureau of Prisons. Note that you must file the forms in order i.e. you can not file a BP-10 before you have filed a BP-9 and received a response. If you are still not satisfied with the response from regional, you may write directly to the Office of the Inspector General, which investigates allegations of staff misconduct. If that fails, then your last chance is a judicial resolution through the courts.

On paper, this system looks relatively fair and reasonable, but you need to be aware of the reality of filing complaints against BOP staff so you can make your own decision as to when it is warranted and when you are best off keeping quiet.

Firstly, when you file complaints, you are placing yourself on the radar, which is something you want to avoid. Your goal should be to develop a livable routine, get to know some decent inmates and quietly do your time. Secondly, if you begin to seriously threaten a

BOP employee's position, it is entirely possible that you will be the subject of retributive actions by the prison staff.

I am personally aware of a number of cases where inmates with valid complaints continually filed paperwork against BOP staff members and continually found themselves being sent to the hole. When they stopped filing, they stopped going to the hole. In one case, an inmate with complaints against multiple staff members was finally shipped to another prison just days before a new Warden was to take over.

One has to remember that it is always the staff against the inmates and all BOP staff are going to help a fellow staff member long before they come to the aid of an inmate. Right or wrong, this is the way it is. Thus one needs to choose his official complaints wisely. Due to the reasons outlined above, in the vast majority of cases you are far better off avoiding filing complaints against BOP staff members.

Shots

When you break a rule in prison, you can be written up by prison officials. This is referred to as a shot. The severity of shots vary and are categorized from 100 to 400 series. An example of a 100 series shot is murder. The corresponding punishment would be severe. A 400 series shot might be something like getting a tattoo with the punishment being as little as a warning or loss of certain privileges for a limited amount of time. Please consult the A&O handbook to view detailed information on shots and their consequences.*

Toilets/Showers

Thankfully the toilets and showers in Federal prison are private (aside from the hole and cells of course). While certainly this is more about preventing sexual abuse than granting the inmates some semblance of privacy, I'm sure it is most appreciated by the vast majority of inmates. Expect stalls that do not lock and standard

* See Appendix 2

plastic shower curtains. Check your unit rules for first and last shower times. You can expect something like 5am and 11pm. Again, some CO's will enforce this rule and others will care less as to what time you shower. Once you have settled in, you will come to know each CO's personality and how much he sticks to the official rules.

You can use the toilet at any time day or night, but note that you must be in your bed during counts. This can be a little tricky because the CO's rarely come exactly on time. For example, you may wake up at 2:40am needing to use the bathroom. Technically, the CO's should have been through and counted already. But sometimes, they don't show up until as late as 3:00am. As you were just asleep, you won't know if they came through yet. Even though count time is scheduled at 2:30am, if they come through late and you are in the bathroom, the more Nazi inspired guards will not hesitate to send you to the hole for failing to be in your bed during count time. For that reason, you will often find yourself waiting to use the bathroom in the middle of the night until you are 100% sure that count is cleared.

Tip

In any environment where large groups of people are living together, various bacterial infections can run rampant. Therefore, always where your plastic shower shoes (available from commissary) while in the shower.

Haircuts

All prisons have a barbershop and by submitting a cop out, one can get an appointment. Don't expect anything fancy. You may also find that highly skilled inmates run haircutting businesses in the units. For about three dollars you can get a reasonable haircut without having to make an appointment for the barbershop. Many inmates choose to simply shave all their hair off. After all, there aren't too many people to impress in prison.

Doing Laundry

You are responsible for keeping your own clothes clean. Each unit will have a number of washers and dryers. While against BOP regulations that prohibit any inmate from running a business inside the prison or in the outside world, there will be an inmate or two who make a living washing clothes. They will wash, dry and fold your clothes for the going rate of about a dollar. The alternative is to do it yourself, but this usually means sitting in front of the washer and dryer for a couple hours as clothes often go missing if left unattended. In some institutions, there will be a day when sheets are collected to be washed by the prison laundry service. In others, you will be expected to wash your own sheets. Laundry detergent is available at commissary.

Mail

All mail that you receive will be opened, searched and read. The only exception is legal mail, which is detailed below. Inmates may not receive any books or magazines unless they are sent directly from the publisher. (The exception is in camps where paperback books can be received from non-publisher sources). Any mail that contains money, stamps, pornographic photographs or newspaper clippings will be returned to the sender. Additionally, any mail that is deemed a threat to the security of the prison will be returned to the sender. For example, if a publication ran a story on self defense techniques or BOP transit procedures, it would not be permitted. If an item is returned to the sender, you will receive a notification from the mail room.

Mail call usually takes place Monday through Friday, right after the 4pm count. Once count is cleared, inmates who are expecting mail rush to the designated area and wait. A CO then proceeds to drag in a couple of large mail bags before dumping out their contents. The CO will call out the names of the recipients. The more by-the-rules CO's will require that the inmate whose name appears on the mail be present. Others will allow a friend to accept it on their behalf.

Keep in mind that everyone will see what magazines, newspapers and books you are reading and they will form some opinion of you based on that. For instance, if all you read is The Wall Street Journal, Business Week, Fortune and The Economist, right or wrong, the other inmates will decide that you're middle/upper class and have a lot of money. Similarly, if you subscribed to tabloids and gossip and fashion magazines, which are typically read by women, right or wrong, based on this most inmates will assume that you are gay.

You can send and receive an unlimited amount of mail. However, this does not include the receipt of books which will usually be limited to five at a time. Confirm the rules at the prison when you arrive. All outgoing mail must be placed in the outgoing mail box unsealed so it can be read. If it is sealed, it will not be sent out.

Legal Mail

The only mail that can not be read by BOP officials is legal mail. All legal mail must be correctly marked or it will be opened. On a couple of occasions, I received what was supposed to be legal mail that had already been opened and read. This was a result of my lawyer being unaware of the exact requirements for legal mail, which are as follows.

- Must be clearly marked with the words "Legal Mail"

- Must have the lawyer's name and address showing on the envelope. **If an envelope only shows the name of the law firm without the name of the lawyer, it will be opened and read.**

All legal mail will be opened in your presence and inspected for contraband.

When sending legal mail, you must clearly mark the outside of the envelope with the words "Legal Mail". All legal mail must of

course be addressed to an attorney. It is then handed directly to a member of your Unit Team.

Telephone

You can not be called in prison. In case of a family emergency, your loved ones can contact members of your Unit Team who may pass the message on to you. So as soon as possible upon arriving, provide family with names and numbers of your Unit Team.

Each inmate is granted 300 minutes of calls per month with the exception of November and December when that limit is increased to 400 minutes. Phone calls in most institutions are limited to 15 minutes, at which point the line is automatically cut off. Thereafter, one must wait half an hour before placing another call. If there is not a limit in the prison you are designated to, there exists an unwritten rule to limit yourself to 15 minutes.

In order to make phone calls, you need to complete a BOP request form where you will list the telephone numbers, names and relation to you of the people you would like to call. You will also be assigned a PAC number that you will enter every time you make a call. Once you submit the phone request sheet, it may take 3 days to 3 weeks before you can make a call.

Every phone call you make will be recorded and some will randomly be listened to live. Be very careful as to what you say on the prison phones. The people listening have the sole job of catching you discussing an illegal act and reporting it and they work under the assumption that inmates will attempt to circumvent the rules and commit further crimes.

In one instance, I was telling my sister about US government affiliated expedited passport service centers where for an increased fee you can get a passport in a couple days rather than many weeks. Within minutes, the BOP official listening to the call filed a report with US Probation that stated that I was discussing bribing a government official to get a passport. Luckily I was able to

eventually explain myself, but not before a lot of confusion and stress.

Also be advised that you are prohibited from discussing any kind of business on the phone. Three way calls or transferred calls are prohibited and will likely also earn you a trip to the hole. For BOP purposes, a three way call includes two people in the same household speaking to you. So if you are going to talk to your Mother and Father for instance, you will need to talk to your Mother first and then she can pass the phone to your Father.

Call Costs

Below are the call costs from all Federal prisons as of October 2008. Call Costs are deducted from an inmate's ITS account, which is funded via the commissary account using the telephones in the housing units.

Local- 6 cents a minute
Long Distance- 23 cents a minute
Canada- 35 cents a minute
Mexico- 55 cents a minute
International- 99 cents a minute

Ways to Save on Your Calls

The advent of the Internet and VoIP, has made it possible to significantly reduce the cost involved in making calls from prison. A number of companies now allow you to purchase a phone number in an area code other than your own. When that number is called, either a program on your computer or your home phone will ring depending on the system that you have subscribed to or purchased. Therefore, if your wife is in California and you are in prison in Nevada, you can simply dial a local number in Nevada and her phone will ring in California.

To date, the BOP has not issued any rules against utilizing such services. A number of the most popular companies offering such services are listed below.

ViaTalk
Packet8
Vonage
Vonics Digital
Voip Your Life
Cordia
voip.com
Voipgo
Callcentric
ECR Voice

Tip

When purchasing a number, ensure that not only the area code matches the prison phone number, but that the first three digits match as well. For example, if the prison phone number is (303) 555-1234, you will need to purchase a number with an area code of 303 AND 555 as the first three digits. Otherwise, the call will still be charged at long distance rates.

E-mail

Any access to the internet by a Federal inmate is prohibited. However, as of October, 2008 two dozen Federal institutions are currently experimenting with email systems for inmates under a program known as TRULINCS. The system does not grant actual Internet access to the inmate and all messages must be sent in plain text with no attachments being allowed. Recipients receive an e-mail letting them know that a Federal inmate would like to communicate with them via e-mail. In order to open the message, the recipient must then click a link adding themselves to the inmate's contact list. E-mails are not sent in real time—a delay of many hours allows prison staff to screen the messages for any violations of BOP policy.

As with the phone system, inmates can only send messages to those contacts who have been placed on the approved recipient list. They can not send e-mail to anyone they please. Further, contacts have the right to have themselves removed from the inmates approved contact's list. Inmates also pay 5 cents per minute while

composing or reading e-mails. The TRULINCS system is expected to be adopted by all 114 US Federal prisons by the spring of 2011, with e-mail made available to every inmate.

Privacy

Not surprisingly, in prison one is afforded very little privacy. Remember, all prisons are designed with the security of the institution in mind, not the comfort of the inmates. In dormitories, upper bunks are purposely placed above the cube walls so that a CO can quickly scan an area for trouble. Cube walls are intentionally built only 5 feet high so that anyone walking around a unit can be seen. Another inmate's head or feet rest just inches behind you or to your side. Inmates have conversations, argue and listen to music just feet from someone who is sleeping. CO's walk around the unit day and night, looking into cubes and into the bathrooms, while seemingly making a concerted effort to jingle their keys as loud as possible. At night the lights are dimmed, but never turned off completely.

In the hole and at night in cell housing, you must use the bathroom in front of up to eight other men. This can be quite embarrassing. Remember that one, everyone has to do it and two, the other inmates don't want to see you using the bathroom any more than you want to see them. In some cells, you may be able to hang a sheet between the bed and toilet to allow for some privacy, but this is against BOP policy and you will be reprimanded if caught doing so.

On the bright side, as discussed previously, Federal prisons do not employ open community showers or open toilets. Apart from any time you may spend in the hole and the hours of 11pm to 5am if you sleep in a cell, this means that you will be able to shower alone and use the toilet alone. There are no locks on toilet doors so it is common to hang a piece of toilet paper over the door to indicate that it is in use.

Eventually one becomes accustomed to this lack of privacy—or at least somewhat numb to it. Before being incarcerated, I could not

sleep without absolute silence and darkness. After a few months in prison, I had no problem falling asleep with a fluorescent light two feet from my head and noisy discussions all around me. Nevertheless, I still remember how much I enjoyed the times I could sit at the desk in my cube alone eating a bowl of pasta for a few minutes. That's one remarkable thing about prison; you really come to notice and appreciate the little things in life.

The Guards (CO's)

The guards in a prison are known as Correctional Officers (CO's). They will be the prison staff that you will have the most contact with. In a unit of 150 men, there will likely be one CO. Every quarter, he or she will be rotated out to a different unit, replaced by a CO from another unit. This prevents any one CO from becoming too close with any one inmate. The CO's are also rotated into positions overseeing various work assignments. For example, at FMC Devens, four different CO's ran the kitchen, two CO's ran plumbing and another two ran electrical.

Since CO's are the prison staff with immediate authority over you, it's important to stay on their good side or at least stay under their radar. As long as you show them basic respect, most CO's will leave you alone. If you are a trouble maker or openly argue with a CO, you may find that things become more difficult for you. As an example, the CO's are well aware that just about every inmate has some form of contraband in their cubes/cells. Whether it be a green pepper, a plastic bag, utensils from the chow hall or something more menacing, when it comes to contraband, few inmates are abiding by the rules. If you don't cause problems, many CO's will let items like this go. If you want to be a troublemaker, you may find your cube or cell searched constantly and all these items taken away.

In my experience, the vast majority of CO's are not good people. I don't know how else to say it. Many are ex-military or law enforcement or aspire to be such. They are extremely aggressive, rude and uncaring, at least in their interactions with the inmates. As far as they are concerned, you are beneath them, a scumbag criminal who deserves whatever discomfort and difficulties they choose to

inflict. They are often on grandiose power trips and revel in the ability to control and intimidate other human beings.

Let me give you a couple of examples of my experiences with the CO's at FMC Devens. I was sentenced to a Federal Medical Center due to chronic back pain, which at times is completely debilitating and requires narcotic painkillers and specialized physical therapy. After meeting with the Doctor there, I was given a medical restriction that stated that for every 30 minutes of standing or sitting, I must lie down for 20 minutes. It also stated that I could not shovel snow.

Before receiving this medical restriction, I had been assigned to a work position in the kitchen, which involved standing on my feet washing dishes 8 hours a day. Before I started, I took the medical restriction paperwork to the CO's who oversaw the kitchen. Four of them were sitting at a table in the chow hall. They looked at it and said, "Well the good news is that we don't have any snow in the chow hall. And the better news is that we have plenty of floor space. So pick a spot and lie down." I wasn't sure if this was some kind of a joke or what. I asked if they were serious and they assured me they weren't kidding around. The glanced at each other, snickering and smiling, obviously enjoying my unease and then looked back at me and said, "What are you still doing here?"

They were telling me to lie down on a filthy floor for hours a day while over 1200 other inmates came through to eat. I was sure this wasn't what the Doctor had in mind. Indeed, when I told my story to him the next day, he was furious at the CO's lack of respect for his medical decision. I was then given a work restriction that clarified that I must be lying in bed for the period that I was to be resting.

I presented the new idle to a supervisor of the CO's who had told me to lie on the floor and I was happy to see that he was dumbfounded that I had been given such instructions by his staff in the first place. He immediately took me off the kitchen work roster. However, my Unit Counselor ignored the Doctor's order and a few days later I was assigned to Compound Cleaning Service am (CCS

am), which involves walking up and down the compound for 8 hours a day, looking for trash to pick up that does not exist. I took the idle to the CO's in charge of CCS am and after a barrage of questions, they finally agreed to take me off their roster.

The next day at 7am, I awoke to a heavy set CO screaming my last name and pounding on my bed.

CO- Why aren't you at work?
Me- I have a medical work restriction. I just gave the form to your office yesterday.
CO- What's wrong with you? You sick? (Snicker) I bet you want your Mommy. Where's your copy of the form?
Me- In my locker. (I get up and show it to him)
CO- (Studies form and then throws it at me) You're useless. Try not to commit suicide. (And then walks away with a big grin on his face).

In another instance, I had been sick with the flu for a few days and woke up at 5am with a fever and severe body ache. I walked to the CO's office and asked if he could call up to the clinic so I could get some medicine—I was after all an inmate at a Federal Medical Center. He looked at me, rolled his eyes and asked me if I was going to die. When I answered in the negative, he told me to go away.

On yet another occasion, a CO had very kindly informed a number of inmates that some extra mail had come in and we could pick it up in his office. By the time I got there, he had been joined by another CO. I waited for a break in their conversation and knocked on the door. The second CO looked up at me and I told him I was there to pick up my mail, which I pointed to about two feet behind him. He got up and moved to within a few inches of my face and told me to "go away." I wasn't sure if he was joking or what so I held my ground for a moment. He spoke again, "Too bad, so sad. There's always tomorrow. Go away."

In all of these cases, I did absolutely nothing to antagonize the CO's. I was polite and respectful and acted within BOP guidelines.

And these are not isolated incidents; rather they are a good representation of how most CO's interact with the inmates. Many of the CO's are maladjusted individuals who use the prison and the inmates as an outlet for their own anger and aggression.

Having said all this, I will be the first to state that there are some good CO's. By a good CO, I mean a decent human being; someone who treats the inmates with basic respect. From my experience and your experience may of course differ, this includes perhaps 10%-20% of all CO's. At FMC Devens, some CO's would hang out and talk with us, come into the TV room and check on the sports game and debate statistics and favorite players or even come have a taste of what we were cooking in the microwave, even if it was a meal composed completely of contraband items. A couple of them told us openly, "You guys are being punished enough by being kept in this place. Just don't do anything too stupid and I won't make it any worse for you." Not surprisingly, it was these CO's who the inmates really respected and obeyed, not the ones who attempted to coerce respect through intimidation and fear.

Unfortunately, in my experience anyway, such CO's were the exception rather than the norm. You need to understand that most CO's are not going to be friendly or even respectful. When dealing with these people it is always best to maintain your composure and at least feign respect. Don't openly challenge their authority. They have the power to make your stay far worse than it already is.

Searches/Shakedowns

As an inmate, your rights are significantly less than the guy on the street. At any time, the CO's can and will order you to stop and submit to a search of your person. If they have sufficient suspicion, you may be ordered to submit to a strip search. Overwhelmingly, the searches take place on the way back from the chow hall, when many inmates are attempting to smuggle a wide range of food goods from the kitchen (more on this in the contraband section below). In non-camp institutions, searches for weapons are common to and from rec as the rec yard is an ideal place for an assault on another inmate, with the closest CO positioned a couple hundred feet away.

In addition to searches, you will undergo regular shakedowns of your cube or cell. Some CO's are vigilant about shakedowns and begin nearly every shift by going through lockers, looking under mattresses and through books and magazines. Other CO's only perform shakedowns as a form of punishment when an inmate has done something to offend him or her. Either way, shakedowns are a fact of life in prison. During shakedowns and searches, any contraband will be confiscated. Depending on the item, you may hear nothing from the CO, receive a shot or be sent to the hole.

Contraband/Black Market

Contraband is defined as any item that was not issued by the prison or made available for purchase through commissary. This obviously includes drugs, alcohol and weapons, but it encompasses even such mundane items as cardboard boxes (often used by inmates for extra storage) and any food from the kitchen.

Many contraband items are available on the black market. The black market is propagated by various individuals who make a living selling a wide array of products and services to other inmates.

The fact is, nearly every inmate has some form of contraband hidden in his locker or in is cell. To go without any contraband at all for your entire stay would mean enduring significant discomfort. The BOP takes care of you at the most basic level, but again, they are not at all concerned with your comfort or even your health. Turning to the black market can significantly improve both. However, it is important that you understand the risks involved with possessing different contraband so that you can decide as to whether obtaining a certain item is worth the risk of the corresponding punishment.

For example, many inmates will make knives out of the bottoms of Pringles cans in order to cut vegetables. If you are found in possession of such an item it means an almost certain trip to hole. After a few weeks of using my own home made vegetable cutter, I decided I didn't want to live with the stress of watching the CO's shakedown my neighbors, wondering if my cube was next and if the

knife would be found. I ended up throwing it away. But to many inmates, especially those with many years left on their sentences, the luxury of being able to properly prepare meals outweighed the possibility of being thrown in the hole. It's a personal decision. On the other hand, I regularly purchased various vegetables on the black market, knowing that the worst case scenario was a verbal warning. They were sometimes discovered by the CO. Sometimes they were thrown away and other times, they were left alone. On this point, different institutions and different CO's will punish the possession of various contraband differently. Talk to the other inmates and get a general idea of what will simply be confiscated and what will earn you serious disciplinary action. Once you understand the rules of the game you'll need to weight the risks and rewards and make your own educated decision.

The most common ways to pay for black market goods is with stamps. A dollar is usually considered three first class stamps. A "book" is 20 first class stamps and is considered equal to $6 (Note that buying 20 stamps at face value from commissary Costs significantly more than $6. For this reason, most inmates purchase stamps themselves on the black market. Payment is $6 worth of commissary). Packets of mackerel and tuna are also popular payment methods, with each package representing a dollar (even though they cost slightly more at commissary).

It is not unusual for new inmates to be quoted prices higher than the market rate. For this reason, it is not a bad idea to hang back and watch and ask a few questions of your celly and neighbors before you make a purchase. Below are examples of a number of different items typically available on the black market of FMC Devens, in addition to their corresponding price as of early 2007. Prices may vary between institutions.

<u>Products</u>

Green pepper- $1
Large bowl grated mozzarella- 1 book
Large plastic cooking tub- 1 book
Large bag broccoli- 1 book
Bananas (3-4) - $1
Tomatoes (1) .50

Chicken patty- $1
Liquid Protein Shake (8oz 2 x day) - 1 book per week
Protein powder (coffee mate container full) - 1 book
Radio- 3 to 4 books
Koss headphones- 3 to 4 books
Painkiller (1 pill) - 1 book
Cigarette (1) - $15 to $30 (yes a single cigarette)

Services

Pockets sewn into sweat pants- $3
Laundry (washed, dried, folded) - $1
Haircut- Seven stamps
Sweep and mop cube/cell (5x week) - $3 per week

With no fence, it is not difficult to understand why camps offer the widest assortment of black market items and typically the lowest prices too. A number of inmates who were in camps before being transferred to FMC Devens spoke of brand name alcohol, marijuana, fast food and pornography all being readily available. Again, make sure you understand the risk and the penalties before you get involved with any such contraband. During my time at Devens, a group of camp inmates were sent to the hole for viewing pornographic DVD's. In addition, the DVD players were confiscated for a time, angering many of other inmates who had nothing to do with the violation.

Count Time

All inmates are counted a number of times, day and night. During counts, you must be in your cube or cell and you must be quiet. The CO's take count very seriously and they will not hesitate to throw you in the hole for being out of place or talking during this time. The times that counts are performed can vary slightly from institution, but you can expect something similar to the following schedule.

- Weekdays- 4pm*, 9pm, 12:30am, 2:30am, 4:30am
- Weekends/Holidays- 10am*, 4pm*, 9pm, 12:30am, 2:30am, 4:30am

* Denotes stand up count. All inmates must be standing in front of their beds.

During count, two CO's take turns counting the inmates. If one of them doesn't get the number given to them by control, a miscount is declared and they count again and again and again. If they still can't manage to get the right number, a bed book count is called. During a bed book count all inmates must have their ID's ready as the CO goes from cube to cube or cell to cell and matches file photos to the occupants. Especially as a new inmate, make sure that you are in place for the counts. Almost nothing annoys the CO's more than a miscount.

Census

In addition to counts, many institutions conduct a daily census. The census is just another count, but is slightly less formal and strict. At FMC Devens, census was taken only on weekdays at 8am and again at 1pm. Most CO's did not order us back to our cubes for census. Rather, they would tell us to stay where we were until census was cleared.

Lockdown Census

Occasionally, lockdown censuses are held. These are standard counts or censuses, but they are unscheduled. The purpose is to catch inmates who are somewhere they are not supposed to be. For instance, on one occasion when a lockdown census was called, an inmate from our unit was in the unit upstairs playing cards with his friends. He was immediately found and sent to the hole, where he remained for a number of weeks.

Unit Team

Within the first few weeks of incarceration, you will see your name on the call out sheet to meet with your Unit Team. The Unit Team consists of the Unit Manager, Case Manager and the Corrections Counselor. The initial Unit Team meeting is scheduled to discuss your transition to prison, work assignment and participation in the Inmate Financial Responsibility Program (see *Work Assignment* section).

Since the Unit Team is obliged to meet with you once every 6 months and once every 3 months when you have less than one year until release, this is a good opportunity to ask questions about any problems that you may be having. But don't expect a loving support group and don't expect the members of your "team" to go to any great lengths to help you. The Unit Team meeting is a BOP mandated process and much of the time (in my observation anyway), the team members are just trying to get the paperwork done and go home. Still, since it can be difficult to pin down a prison official and ask a direct question specific to your case, this is a good opportunity.

Due to the length of my sentence, I only met with my Unit Team two times. On both occasions the process and conversation was somewhat cold and by the book and lasted all of about five minutes.

Getting Used to Being a Nobody

There is a good chance that for most of your life you have been accustomed to being treated with a certain level of respect. Before you go to prison, you need to understand that as far as the prison staff are concerned, no matter who you were or what you did before your legal troubles began, you are now about as important as a cardboard box and you can expect to be treated accordingly.

The BOP's job is to clothe you and keep you fed, nothing more. In short, their job is to warehouse you. Although it is preferred that you remain alive, since an inmate death requires paperwork and attracts scrutiny from superiors, your comfort and wellbeing is of no interest to them. You are a number—one of nearly 200,000 and nothing more. The BOP provides clothing and basic rations. You don't cause any problems. One day, if your sentence so dictates, you leave. That's the deal and that's the harsh reality.

In the beginning it can take some getting used to. Fortunately, you will find that many of the other inmates are helpful and dare I say even caring, individuals who understand that everyone is in the same boat and realize that if the inmates don't look out for the

inmates, no one will. In sum, you can expect a certain level of respect and assistance from some of the inmates—you can expect very little from the staff.

6

EATING IN PRISON

As a Federal inmate, you are entitled to three meals a day free of charge. Meal times vary from institution to institution, but you can expect something similar to FMC Devens where breakfast took place from 6-7am, lunch from 11-12am and dinner from 5-6pm.

Mainline

The place where meals are served is called the chow hall or mainline. In institutions with multiple units, there will be a system in place to decide the order in which the units are called. At FMC Devens, this was based on an inspection of the units conducted each week. In theory, the cleaner units were given higher scores and these inmates received the privilege of eating first. In practice, the inspector often didn't bother looking at half the unit and on some occasions didn't even show up at all.

Eating in the chow hall is a lot like being back in your school cafeteria. You will wait in line, get a plastic tray and utensils and then be given your ration. You will not be permitted to return for a second helping. The exception is in most Federal Prison Camps where the set up is buffet style and you can take what you like unless a sign is posted stating that portion control is in effect.

Apart from the rec yard, the chow hall is the only place that you will see so many inmates and staff gathered at the same time. If your unit is not one of the first to be called up, by the time you get there,

there probably won't be an open table. Look around and find someone who doesn't look too crazy and take a seat. It's important to remember, especially in the beginning that the other inmates will be casually watching you and taking notes on who you associate with to decide what kind of person you are. For that reason, if you find yourself at a table with an inmate you don't know, don't rush into a friendly conversation. If it turns out that he is greatly disliked by the inmate population, your being seen having a friendly conversation with him will not help your cause. Remember, this is prison and you are under no obligation to go out of your way to be extra polite or to make friends. If you find yourself at a table with an inmate you don't know, you can acknowledge him and then look down, eat your food and leave.

Before you get up, it is proper etiquette to offer anything you are not going to eat to those at the table with you. Many inmates cannot afford commissary and rely on the chow hall entirely for their food so an extra apple or can of pudding can mean a lot. As they are getting up to leave, you will see many inmates knock the table twice. This is just a sign that they are finished and are headed out. This is one of many quirks of prison culture and before long you will likely find yourself doing the same thing.

The chow hall is much like junior high in that different groups usually sit in different places. It's important to respect this. If you are white and it is obvious that only black people sit in one area, then don't go sit there. Look around and find where the white people are sitting.

It will come as no surprise that prison food is bad. Expect a lot of mystery meat, bread and pasta in addition to an abundance of salt, sugar and white flour and a total absence of fresh vegetables. A piece of shriveled fruit is usually available once a day. Despite the BOP's claim that all inmate's are served nutritionally sound food, many new inmates find that they quickly gain weight in the double digits. As per Federal law, a vegetarian alternative is available at every meal. However, you will find that this alternative is often hardly a meal—for example you may be offered a cup of peanut butter or cottage cheese in place of beef stew or fried chicken.

Common Faire/Special Diets

For those who have dietary restrictions based on religious beliefs, you may qualify for common faire meals. Common faire meals are kosher, do not include meat and do include fish. They also include plenty of fresh raw vegetables and whole grain bread. Those approved for the common faire diets will receive a common faire plate—food wrapped in plastic on a paper plate. Many inmates will smuggle this back to the unit in order to actually cook the vegetables and make a proper meal. If caught, this will usually result in the food being confiscated. Common faire plates are also for sale on the black market and go for about a dollar each.

To qualify for the common faire diet, you must have a dietary restriction based on religious beliefs. All requests to be placed on this diet must be made to the chaplain. If you have such a dietary restriction and your PSI does not mention it, if there is still time, have this amended. As discussed, the PSI is the Holy Grail to the BOP staff and if it clearly spells out your religion and dietary needs, they can not ignore it. If your religious beliefs are not clearly outlined in your PSI, you're going to have to convince the Chaplain that you have seen the light and converted.

If you are vegetarian, you will be alright, but you will need to rely heavily on the commissary and the black market. The commissary is a source of many staples such as oatmeal, pasta, tortillas, instant beans, microwave pizzas etc. while the black market supplies fruits and vegetables. If you are in an FMC, some kind of protein powder will likely be available on the black market as it is prescribed to inmates with certain medical conditions. If protein powder is not available, in order to maintain a healthy diet you may want to begin eating small portions of fish or chicken.

Cooking

Cooking is one of the major pastimes for many inmates in Federal prison. It passes the time and allows you to eat a decent meal. All cooking takes place in the microwave. A unit of 150 men will have available 2 or 3 microwaves. Microwaveable bowls are available from commissary and various other containers are available

on the black market. Using a combination of ingredients from the commissary and the black market, it's amazing the quality of meals that you can create.

It is typical for a group of inmates to all pitch in various ingredients to help create one big meal. Pasta is a major staple and elaborate sauces are made from tomatoes, V8, garlic, sausage and other meats. Various chicken and rice dishes are also popular as is pizza and burritos. One of my staple meals was broccoli and pasta with garlic, butter and fresh mozzarella cheese. (Incidentally, all items were contraband apart from the pasta and garlic).

Vegetables and meats are kept on ice in large plastic containers stashed underneath an inmate's bunk. The ice must be changed at least twice a day, which means scouting out the location of the CO before making a mad dash to the ice machine and back to your cube/cell. Clearly the CO's are aware that contraband food is being kept on ice by many inmates. If you are caught red handed with your bucket of ice, the CO will be obliged to take it from you. But many CO's are reasonable enough to enact a don't ask, don't tell policy when it comes to this issue. For at least 5 months I made two to three trips a day to the ice machine and always had a bucket of broccoli, green peppers and mozzarella cheese under my bunk. Despite many shakedowns of my cube, it was never taken away. Now had I caused problems in the unit or angered the CO in anyway, my refrigerator and its contents would have disappeared in an instant.

Inmates who have sufficient funds for commissary may choose to go to the chow hall only once a day or even just a few times a week. For this reason, there may be some jealousy from those inmates who can not afford to shop at commissary and are forced to eat at mainline every meal. However, you can't concern yourself with this too much. This is prison and your number one priority is to look out for yourself.

7

WORK ASSIGNMENT

Unless deemed unfit for duty by a prison Doctor all Federal inmates are required to work. The BOP currently pays inmates 12 cents to 40 cents an hour depending on a number of variables including whether or not you have your GED if you never completed high school. Just like in the outside world, you will likely start at the minimum wage and work your way up the pay scale. The money you earn is paid into your prison account monthly. It can be spent at commissary or on phone calls.

In most institutions the jobs available will involve running the prison. Some examples of prison work positions are: Cook, Dishwasher, Table Wiper, Plumber, Electrician, Laundry Worker, Unit Orderly, Hospital Orderly (FMC's only), Librarian, Teacher, Clerk, Gardener.

Since much of your time will be spent at your job, it is in your best interest to try and secure a line of work that you like—or at least one that you can stand, as soon as possible after arriving. After the A&O meeting, if you have not yet been assigned a job, the prison will do so on your behalf. For that reason, during your time on A&O status, you should be talking to the other inmates and learning about which jobs are good and which jobs should be avoided. Based on this information and any special skills you may have, you should proceed to secure employment in a position that suits you.

A new inmate secures employment by talking to the prison staff who run a given department. If you have specialized skills that you want to put to use, be sure to let it be known. For instance, if you are an electrician, a cook or a music expert, you will likely be able to find work in one of these fields. At FMC Devens, there was a Doctor whose job was teaching a class on maintaining your health. He was able to put his skills to some good use and the class was actually one of the more popular offered by the Education Department.

In most cases, if you secure your employment before the A&O presentation, the prison officials will honor your request. (Be sure to get the correct signed document from your work manager and pass it on to the prison official who is in charge of designating work assignments). However, as is often the case, ultimately the prison staff will do what they want, regardless of standard procedure. In my case, I secured a job with the Compound Cleaning Service PM (which basically meant that I would only work when a major snowstorm came through), only to be told two weeks later that I would be "assigned according to institution needs". A week after that I was told to report to the kitchen to wash dishes. This is much less likely to happen if you can demonstrate that you have a skill that would benefit the prison in another area.

Working hours will depend entirely on the job. Morning kitchen workers were expected to be up at 4am and didn't return to the unit until noon. On the other hand, unit orderlies had no set schedule and simply had to make certain that various cleaning tasks were taken care of before the end of the day. Weekend compound orderlies had the entire week free and only worked for 3 or 4 hours on Saturday and Sunday. Job transfer requests are considered, but not at all guaranteed. As a new inmate, it is very unlikely that you will be able to change jobs until at least six months have passed. Seniority plays a large role in deciding which inmates get the more desirable work assignments. As time goes by, the likelihood that you will be permitted to transfer to the job of your choice will increase.

Some institutions include Federal Prison Industries (FPI) factories, also known as UNICOR (in total, about 17% of Federal inmates work in such factories). For many inmates, working in a factory is usually preferred to working a standard institutional job as it is a chance to gain actual marketable job skills and earn significantly more money. Factories produce metals, furniture, electronics, textiles, and graphic arts. By law, all products can only be sold to the Federal government.

FPI work assignments pay from 23¢ to $1.15 per hour, which is good money in prison. As with standard institution jobs, a high school diploma or General Educational Development (GED) certificate is required for all work assignments above the lowest pay level. If the institutions you are at offers UNICOR, make sure you let your Unit Manager know as soon as possible and expect to be on a waiting list for at least 24 months.

Inmate Financial Responsibility Program (IFRP)

Depending on the terms of your sentence, a significant portion of the money you earn in prison AND the money that is sent to you from friends or relatives on the outside can and will be taken by the BOP to pay felony assessments, fines, restitution and child support.

When you have your first Unit Team meeting, you will be asked to agree on paying a certain amount. If you do not have a court ordered payment, the maximum that can be taken is $25 every three months. Despite this, you will often be urged to pay more. You are under no obligation to do so and you can not be punished for agreeing to pay only $25 every three months. At the same time, by agreeing to pay more, you receive no special privileges or benefits.

If however, you do have a court ordered payment as I did, the BOP can take 50% of any amount in your commissary account over $75. Considering the monthly commissary spending limit of $290, this can have a huge impact on an inmate's level of comfort. The good news is that you have to agree to any amount that will be taken. They can't debit your account until you sign a consent form. Because of this, there is often room for negotiation. I was receiving

$350 a month into my inmate account. I politely explained that I had dietary restrictions, that I relied heavily on the commissary for my meals and that I simply could not afford to part with over $100 a month. Although he would have been within his rights to take $137.50 a month, in the end, my Unit Manager settled on just $50.

If negotiating doesn't work, you have the right to simply refuse to pay. The bad news though is that there are consequences that come with this choice. If you are placed on refusal status, you will be placed on restricted commissary status (this permits you to purchase only the bare essentials) and your pay will be reduced to $5.25 a month. You will also likely be turned down for any requests for furloughs, denied a halfway house, permitted only limited telephone use, granted fewer visits, denied rec, denied a lower bunk and moved to the least desirable area of the unit.

Tip

Once you agree on an amount with your Unit Manager, make sure that the money is in your account on the 1st of every month. If it is not there, you will automatically be placed on refusal status, regardless of whether you actually intended to make the payment.

8

VISITS

Visits are a major event for any inmate. In addition to breaking up the monotony of the prison routine, visits offer a brief opportunity to mentally remove oneself from the prison environment and catch up with friends and family.

Before you can be visited by anyone, you must fill out a visiting list form and submit it to a member of your Unit Team. It can take a number of weeks for the form to be processed, so it is a good idea to take care of this as soon as you arrive. Any additions to this list will also take a number of weeks. Any visitors who are not on this list will be turned away at the front door.

Most institutions only allow visits on weekends and Federal holidays. However, a number of institutions also offer visits on weekdays. Such institutions adhere to a point system, with each visit using part of an inmate's allotment of monthly points. Weekday visits cost the inmate one point, while holiday and weekend visits cost the inmate two points. Visiting times are typically 8am to 3:30 pm and from 5pm to 9pm at some institutions. However, an inmate will not be called from his unit to the visiting room until the CO's who are manning the visiting room are ready. At FMC Devens, it was not unusual for an inmate to have an 8am visit scheduled and not actually be permitted to leave the unit until after 9am.

Inmates are limited to receiving four adult visitors at a time. Exceptions can be made, but prior approval must be granted. If you wish to have more than four adult visitors, submit a cop out to a member of your Unit Team. In certain institutions, visitors may be permitted to accompany an inmate to religious services; however this is the exception rather than the norm.

The visiting room at Federal prisons looks and feels a lot like a hospital waiting room. Plastic chairs and tables, drab paint and a somewhat subdued atmosphere. At larger institutions, especially on weekends, there may be a few hundred people in the visiting room at one time. Obviously then, the typical visit in the larger institutions is not quiet and peaceful. At camps, visits may be conducted outside at picnic tables. In all other institutions, visitors and inmates are limited to the visiting room. At all institutions, a perk for inmates is that special food prepared daily is usually available from vending machines in the visiting room. Note that inmates are prohibited from handling money and thus using the vending machines themselves. An exception may be made in camps.

All inmates are strip searched before and after visits (the exception being camps, where they are patted down). Introducing or attempting to smuggle any contraband into a Federal prison is a felony and the BOP takes this deadly seriously. Don't even think about it. Once the CO's get to know you, the strip search may become just a quick glance, but the CO's are always within their right to be far more thorough.

Tip

If an inmate's visit conflicts with his work schedule, the BOP's policy is that the visit takes precedence over the work. Just be sure to let your boss know in advance.

Tip

Physical contact between inmates and visitors is limited to a handshake, hug or brief kiss when first meeting and again at the end of the visit. Intimate touching will not be tolerated at risk of losing visiting privileges. Further, all

visitors are expected to dress appropriately. Visitors wearing excessively revealing outfits may be turned away.

BOP Visiting Rules

The following are the official BOP rules given to inmates and visitors governing Federal prison visits. Visitors who break any of these rules risk losing visiting privileges.

- All visitors must be on the inmate's approved visiting list.
- Inmates are limited to receiving four adult visits at any time.
- Visitors must dress in a tasteful manner. The following constraints should be followed:

    - No sleeveless shirts
    - No shorts of any type
    - No short skirts
    - No warm up suits
    - No athletic wear
    - No sheer clothing
    - All women must wear a bra

- During visits, physical contact is limited to hand holding and an arm around the upper shoulder or back. Proper decorum must be maintained at all times.
- Visitors must have picture ID in order to be processed into the visiting room.
- Female visitors may carry a purse or small bag—it must be transparent.
- No chewing gum, cameras, cellular phones or beepers are allowed in the visiting room.
- Children must be kept under control at all times.
- Inmates will be held accountable for all misconduct by their visitors.

Legal Visits

Inmates have the right to meet with their lawyer(s). In most cases, a separate room is set aside for such legal visits. As with regular visits, legal visits must be arranged in advance. To arrange a legal visit, talk to a member of your Unit Team.

Termination of Visits

It's important to remember that the BOP considers visits with friends and family a privilege, not a right. Inmates who fail to adhere to the rules of the institution may have their visits taken away for anywhere from a few months to a number of years depending on the seriousness of the offense. The same is true of phone calls and commissary. The BOP is under no legal obligation to provide inmates with access to phones or to commissary. At FMC Devens, for those inmates who got into fights, after spending a few months in the hole, it was not uncommon for them to find that they had lost visiting privileges and were now permitted to purchase only stamps and toiletries from commissary for one year.

9

PRACTICING RELIGION

Most Federal prisons employ a full time Chaplain whose job it is to support the religious needs of the inmate population. The Chaplain is usually of a traditional Christian faith. Regular services are held for the main religions including Jewish Worship, Catholic Mass and Christian Service. Some institutions will also have services for Muslim inmates. On a regular basis speakers representing other faiths will come and give talks. For example, at FMC Devens, a Buddhist monk often came and discussed Buddhism and meditation with any interested inmates.

While the constitution of the United States grants the freedom to practice whatever religion one chooses, it should be pointed out that as far as a Federal inmate is concerned this freedom is superseded by the BOP's own concerns for the safety and security of the institution. If the practice of a certain religion is deemed to be a threat to the institution's security, an inmate will be refused permission to observe his beliefs. While this will not be an issue for the majority of inmates, it is indicative of the mindset of the BOP as a whole.

As mentioned previously, if an inmate's religion calls for dietary restrictions, the common faire meal plan is available. These meals can only be approved by the Chaplain. Again, it is a good idea to have this dietary restriction by religion documented in your PSI so that no argument can be made by the prison that you do not qualify for the plan.

10

MEDICAL CARE

All Federal inmates have the right to medical care while in prison. The quality of this care varies widely from institution, but overall, it is poor.

Sick Call

For basic medical needs, sick call is scheduled Mon-Fri, usually between 6am and 7am. There will be a designated area where inmates requiring medical attention go to wait for a Physician's Assistant. In serious cases, which can not be ignored such as broken bones, you will be schedule for treatment at an outside hospital. But in most cases, don't be surprised if you are given some Aspirin and told to take it easy.

I remember when I was sick at FMC Devens with a fever and an extraordinarily painful sore throat. I went to sick call and was given some Tylenol and told to rest. A few days later, I came back in even worse condition. I was permitted to see an on site Doctor who I begged for antibiotics. Without performing any tests or cultures, he laughed and said that I would not be receiving any antibiotics. He sent me away with nothing. It was another two weeks before I finally recovered.

Pill Line

If you are prescribed any controlled substance, you will be required to go to pill line daily. Pill line is held three times a day. Times will vary, but usually it will be before each meal. At pill line, you will line up and wait to be given your medication. Before it will be given to you, you will have to present your ID. You will then take your medication in front of a BOP official before opening your mouth and showing that nothing remains under your tongue or against your gums.

Physical Examinations

Within a few weeks of arriving, you will be given a basic physical examination and you will be asked for your medical history. Thereafter, you may submit a cop out requesting an annual (over 50) or biannual (under 50) physical.

Eye Examinations

Note that the physical does not include an eye exam. A separate cop out must be submitted for this. If warranted, eyeglasses will be provided by the BOP. Some institutions may allow eyeglasses to be sent from home.

Dental Care

Just like medical care, all inmates supposedly have the right to adequate dental care. But unless there is an emergency, be prepared to wait. At FMC Devens, the wait to see the dentist was roughly 8 months. I was given a brief exam when I first arrived and told I had five cavities and to submit a cop out to dental. I did that immediately and when I was released some 160 days later, I was yet to hear back from them.

Emergency Care

If you have a medical emergency, you will receive attention. Let the nearest BOP official know what is happening and if warranted, a civilian ambulance will be called. Be advised that what you consider an emergency and what the BOP considers an emergency may be

vastly different. For example, one evening in the hole I found myself in extreme pain. Literally every second was agonizing. Unable to cope, I finally pressed the duress button. A CO came to the window and stared at me, trying to surmise if this was an act or the real thing. On the advice of my celly, I looked the CO directly in the eye and told him that I was going to pass out.

Tip

This is the one phrase that can get you attention in the hole. If you do lose consciousness, it requires a lot of paperwork and the CO's will gain scrutiny from the higher ups. They would much rather avoid this by just calling a Doctor.

Once the CO decided that I was sincere, I was taken out of the cell and placed in a small concrete holding cell. A few minutes later a Doctor and three PA's arrived. I presented a letter from my Doctor who is the head of the neurology department at one of the top universities in the country. It stated in no uncertain terms that if I was not given my medication, I would be in extreme pain. I had not been given my medication since my arrival four days prior as I was told that special approval had to be sought. The letter also said that a hot sitz bath would drastically reduce my pain. The BOP Doctor read the letter, took my blood pressure and told me to go back to my cell, that 'it would be better if I passed out lying down'. Three days later I received the first dose of a three day supply of my medicine. After those three days, despite repeated requests and despite the letter from my Doctor and the fact that I was at FMC Devens specifically for this chronic pain condition, I was never again given my medication.

I was told that my medication was on a BOP restricted drug list and would require months of paperwork to get approved. Since my sentence was only six months, the Doctor decided that realistically, approval for the medication would not be received before I was released and therefore I would simply need to make due without it. In the end, obviously I survived, but going without my medication

meant many sleepless nights of intense pain and discomfort. It also meant that I began to learn techniques for self treatment.

Self Treatment

If you suffer from chronic pain or are susceptible to certain ailments, before your sentencing or before you are scheduled to surrender, do as much research as you can and learn if there is anything you can do on your own that helps alleviate your symptoms. For myself, I learned that in the absence of my medication, certain stretches and mental exercises could significantly reduce my pain. I also frequently relied on homemade hot water bottles.

Additionally, it is a good idea to stock up on what little medicine is sold at commissary so that when you do get sick, you do not have to wait for your shopping day to get what you need. Aspirin, Tylenol, antihistamines, Vicks and the like are all available.

Psychological Care

Some prisons will have a psychologist on duty and others will schedule an appointment with a psychologist for you should you demonstrate the necessity. Remember, that all the medical staff at the prison are employees of the Federal government. Any statements you make may later be used against you. Therefore, if you must talk to the psychologist, be very careful as to what you say.

If you do talk to a psychologist in prison, do not expect a warm and loving individual who speaks to you softly while you lie back on a leather sofa. The in house psychologist at FMC Devens made his rounds daily in the SHU, stopping at each cell long enough to yell, "Are you gonna kill yourself?". If you answered no, he walked away. If you told him you were freaking out or were in extreme pain, he repeated the question, "Are you gonna kill yourself?". If you answered no, he walked away. As stated earlier, if you answer yes to this question, you're booking yourself into 24 hour surveillance in solitary confinement until the prison officials decide that you are no longer a threat to yourself.

Pre-existing Conditions

If you have a serious pre-existing condition that requires constant medical attention, make sure that everything is documented in your PSI including a detailed description of your condition and the medications that you must take. Further, make sure your Doctor has stated in no uncertain terms what will happen if you are denied your medication. If death is a possibility, be sure that this is made abundantly clear.

If you have been prescribed any barbiturates or benzodiapines, be aware that it is extremely unlikely that you will be permitted to continue these medications. In addition to being sought after by drug addicts, since they would be wildly popular on the black market, the BOP views these drugs as a possible threat to security; yet another example of how your right to proper medical care is superseded by the prison's need for security. Similarly, no sleeping pills are permitted and only the most severe cases will be treated with narcotic pain medication.

According to the official rules of the BOP, all inmates have the right to receive 'adequate' medical care. Of course the BOP reserves the right to define the word 'adequate'. The reality is that the budget is not sufficient enough to provide a reasonable level of medical care to the some 200,000 inmates currently incarcerated in Federal prisons across the country. Ironically, nowhere is this more evident than at the institutions whose very purpose is to provide medical care to inmates.

At FMC Devens, many inmates were sent from other prisons to receive medical treatment. It was after all, a medical center. The vast majority spent months or even years being 'evaluated' before being told that they didn't in fact need the medical procedure in question or that they were too close to release and that they should have their problem taken care of after they return home. When I was released, my neighbor had been waiting eight months for a hip replacement. He had long lost hope that it would ever be performed. My celly was sent to FMC Devens for eye surgery. After nearly a year, he was told that he would be taken to an outside hospital 'soon'. Others

waited years for heart surgery that would have been performed immediately had they been regular paying patients in the outside world.

If you qualify for a camp and suffer from any chronic ailment that you can manage on your own or with the help of the basic medical care that is provided by the minimum security institutions, I would highly recommend that you refrain from discussing your condition with the court. If you had planned to use your medical condition as a reason that you should not be sent to prison—no matter how valid an argument you may have, as far as the courts are concerned, unless you are a complete vegetable, a medical problem is not a reason why anyone should avoid prison. They will simply document your condition and you will then likely be designated to a Federal Medical Center rather than a lower security institution. As strange as it may sound, unless you need constant medical attention e.g. you're on dialysis, you get regular seizures, you're in a wheelchair etc., you are far better off doing your time in the relative freedom of a camp than in a medical center.

Tip

Even if you offer to pay for it, you can not see your own Doctor while incarcerated. All inmates must use the BOP medical system.

Tip

If the Physician's Assistant or Doctor decides that your medical condition makes you unsuitable for work, you may be given a work restriction or an idle. A work restriction will specify which tasks you can not perform. An idle will allow you to skip work completely for the specified period of time. If you are recovering from a major accident or sickness you may be put on convalescence status. This also allows you to skip work.

The Hidden Role of Federal Medical Centers

Over the past decade, Federal Medical Centers have increasingly been used to house inmates who do not suffer from any medical problems. These inmates were convicted on child sex related charges. By sending large groups of sex offenders to FMC's where the other inmates have legitimate medical problems or have not been recently convicted of a violent crime, the BOP can better protect them. At FMC Devens, at least 40% of the inmate population was perfectly healthy and had been convicted on child sex charges. There will be an automatic divide between these inmates and everyone else. A pedophile will get the least amount of respect of any prison inmate, but at least at a FMC he is unlikely to have any serious physical confrontations.

11

STAYING HEALTHY PHYSICALLY AND MENTALLY

Prison takes a toll on both body and mind and staying healthy requires a concerted effort. In prison no one is going to make you take care of yourself, so it is up to you to develop healthy habits.

Exercise

There are ample opportunities to exercise in prison and if you are an able bodied person, I recommend that you force yourself to stick to a daily exercise regiment. All prisons will have either an outdoor track that you can walk or run and/or exercise bikes and treadmills. A few institutions still have weights, but they have been slowly phased out over the past few years. In addition to the track and stationary bikes, most prisons have a gym with basketball court and pull up bar. Teams are formed and there is league play which takes place in the evening year round. Many institutions also have soft ball fields where again there is the opportunity to get involved in team sports.

Exercising helps enormously in reducing stress and venting feelings of anger and boredom that will inevitably build at some point during your incarceration. Obviously exercise has many other positive effects on one's health and with the medical care being what it is, taking care of your health becomes your responsibility. If you are overweight or out of shape now, look at prison as an opportunity to get in shape. I knew inmates at FMC Devens who

took this seriously and had lost well over 100 pounds in the past couple of years. Even if you have a long sentence, you will be better prepared to deal with the challenges that arise if you are physically fit.

Personal Hygiene

In any environment where there are large numbers of people living together, diseases spread. In a dormitory, when one person gets sick, within days, dozens of others succumb to the same ailment. It's up to you to take all possible preventative measures to minimize the possibility of contracting any sicknesses. Wash your hands before you eat and a number of times a day. Wear your shower shoes in the shower. Put toilet paper down on the seats before you use the toilet (Some inmates went so far as to secure disinfectant on the black market, which they took with them on every trip to the bathroom). Shower at least once a day.

Maintaining Your Sanity

Prison can take a toll on one's mental health. Inmates are exposed to increased stress, sleep deprivation and a seemingly never ending routine. Depression, hopelessness, anxiety and anger can quickly overcome the inmate who does not make a concerted effort to remain positive and calm no matter what the circumstances.

Before you go in, I recommend learning some basic breathing/ meditation techniques that will help to quiet your mind. For those not familiar with the practice it may seem a little strange, but it's amazing what just ten minutes of focused breathing can do to lift one's spirits and calm one's mind. It is also crucial to become involved in activities that keep your mind active and alert, whether it's cards, crossword puzzles, soduku or even reading. Regular physical activity also plays a crucial role in remaining mentally balanced.

There are no rules in prison that say you have to take care of yourself and it can be easy to fall into a routine of work, food, TV and sleep. Ultimately, it is up to you to keep your body healthy and your mind calm and alert.

12

VIOLENCE AND SEXUAL ASSAULT

Hollywood often perpetuates an image of prison as a place of constant fighting, killing and homosexual rapes. While these things do go on at the higher security institutions, as an inmate in a Federal Prison Camp, Federal Medical Center or Low Security Federal Correctional Institute, the reality is that you are unlikely to be a victim of any form of violence or sexual assault at all. However, that is not of course to say that you are in any way guaranteed complete and total safety.

Violence

Overwhelmingly, if you show basic respect and mind your own business, you are going to be left alone. At FMC Devens, I witnessed a fist fight perhaps once a month. It was always over the TV, which is why some inmates choose to steer clear of the TV room altogether. The issue of who has the right to decide what channel the TV is on and who has the right to sit where often causes heated arguments, which sometimes lead to fights. Inevitably it is the people who are willing to fight who control what is watched. The solution is simple. Be flexible and learn to watch what is on. As time goes by and you become known and respected, you too may get a say in what is watched. Until then, sit back and be thankful that the BOP subscribes to cable.

Having said this, especially in the early stages of your incarceration, you may find that you are tested by another inmate in

what is known as a heart check. Maybe he demands your food in the chow hall or an item of clothing from your locker, threatening violence should you fail to comply. If you cave in and give it to him, then you will forever be a target; not just for that inmate, but all the other predators on the compound. If you find yourself in this situation, stay calm and do not show fear. No matter how scared you might be, don't show it. Tell him in no uncertain terms to fuck off. If there is going to be a physical altercation, don't throw the first punch. Your goal should be to avoid any kind of physical altercation.

If you are involved in a fight, you will go to the hole, you will spend months on a restricted commissary list that allows for only the most basic of purchases and you will lose good time credit, effectively adding more time to your sentence. You will also be on the radar screen of the CO's who may now pay extra attention to you over the following months and years. This is the kind of attention you absolutely want to avoid.

However, if you can't talk your way out of it and you end up being attacked, you must fight back. It doesn't matter if you get your ass kicked. You must show that you are willing to at least try to defend yourself. If you do not, you will lose all respect and forever be a target. Take some solace in the fact that the fight will be broken up quickly by the CO's. You don't need to go 12 rounds. The simply fact that you fight back will clearly demonstrate to all the other inmates that you are not an easy target and there will be consequences for anyone who fails to understand this.

Sexual Assault

Some of the books I purchased before going to prison brushed the issue of sexual assault aside completely, stating that while it does happen, it is rare and therefore not something to be too concerned about. While more or less accurate, rare doesn't mean non-existent. Accordingly, some discussion about sexual assault in prison and how to avoid it is warranted.

As far as sex is concerned in prison, there will always be some willing homosexual partners. Any man seeking sex with one of these inmates will not have to look far. Then why do sexual assaults in prison take place at all? Just like in the outside world, prison rape is more about control and power than it is about sexual gratification. Assailants will often target those who appear to be weak. Logically then, to avoid a sexual assault you need to portray strength. Keeping in good physical shape is one way to appear strong, but also aligning yourself with a number of other inmates will help tremendously. Safety in numbers is one rule that almost always holds true in prison. A loner who keeps to himself is an easy target as the assailant can be relatively sure that there will be no ramifications with any other inmates if he carries out an assault. So to avoid a sexual assault, firstly do what you can to keep yourself in good physical shape and secondly, strategically align yourself with other inmates so that it is clear to any predator that you are not alone. This may mean hanging out in the rec yard with other inmates, playing cards, trading commissary goods, debating sports trivia in the TV room—anything that implies to the onlooker that you have allies and that you are not alone.

What if I am physically or sexually attacked?

Generally, if you have an altercation with another inmate, the golden rule is that you do not go to the CO. While this completely contradicts the official rules of the BOP, it is a good idea to adhere to. What happens between two inmates has nothing to do with the cops. If you do go to the CO, you will be forever labeled a rat and you will be ostracized from the other inmates.

This rule should only be broken if you feel there is a legitimate threat to your life. In my mind, being raped by another man would also constitute a threat to one's life. If you do go to the CO, you and the other inmate in question will be sent to the hole, while an investigation takes place. If the complaint was legitimate, the assailant will likely be transferred to a higher security prison. Depending on the circumstances, you also might be transferred.

During my time at FMC Devens, there was never an instance where I felt threatened with a sexual attack nor was I aware of any taking place. As far as physical violence, as I have related, there were frequent fights, typically over trivial things and always avoidable. There were a couple times where I did feel some physical threat.

This stemmed from playing poker with inmates who really couldn't afford to lose and therefore didn't take losing so well. Again, these situations were avoidable, had I simply refrained from playing poker. In my case, I was able to avoid a physical altercation with an inmate twice my size, simply by bluffing. After a particularly bad beat, this former college football player was fuming. Screaming and swearing, he was just a few inches from my face. There was no way I was going to throw the first punch as I knew that this guy could beat me to a pulp and besides, the last thing that I wanted was to spend the remainder of my sentence in the hole. So I chose to go with the bluffing strategy, yelling right back at him, "Hit Me!", "Hit Me". He hesitated before backing down, at which point I said, "If you're not going to hit me then shut the fuck up and just play".

Although my heart was pumping a thousand times a second and I thanked God that he didn't take me up on my offer, the tactic was successful. And in full view of a dozen other inmates, my reputation for being someone who would stand up for himself if threatened was solidified. Of course if he had hit me, I would have had no choice, but to fight back.

13

EDUCATION

Outside a couple of basic programs, The BOP makes little effort in the area of educating inmates. Again, overwhelmingly the goal of the BOP is to warehouse you, preferably keep you alive and then release you. Little is offered in the way of personal improvement. Considering the amount of free time the average inmate has on his hands and the current recidivism rates, the fact that so little attention is paid to educating inmates is troubling.

The educational opportunities that are available will differ between institutions. However, all prisons offer General Equivalency Diploma (GED) and English as a Second Language (ESL) courses.

General Equivalency Diploma (GED)

All inmates who have not attained a high school diploma or GED are required to enroll in GED classes for 120 days or until they successfully pass the exam. If class times conflict with an inmates work schedule, he will be permitted to attend class in lieu of work.

Again, the PSI report is the holy grail of the BOP. If your PSI does not confirm that you graduated high school or received your GED, once incarcerated unless you can have proof sent in from the outside, you will be forced to attend GED classes.

English as a Second Language (ESL)

If English is not your native language and you score under 225 on an English comprehension test, you will be required to enroll in an ESL course. All inmates must remain enrolled in the ESL course until they achieve 225 on the comprehension test. Again, if class times conflict with an inmates work schedule, he will be permitted to attend class in lieu of work. If you are reading this now, I'm assuming that this won't be an issue.

General Classes

The GED and ESL courses represent the only effort that the BOP makes at educating inmates at all Federal prisons. However, different institutions may offer a number of various classes taught by inmates. During the time that I was at FMC Devens there was a typing class, a math class and a diet class taught by a former Doctor. These classes are taken seriously by some inmates and completely ignored by others. Usually before a class begins details will be posted in the housing units. Interested inmates then submit a cop out to the relevant staff member or inmate instructor.

College Courses

The BOP does not offer any college level courses to inmates. Those inmates wishing to gain a college degree can apply to enroll in correspondence programs such as the College Program for the Incarcerated offered by Ohio University in Athens, Ohio. A number of inmates at FMC Devens were enrolled in such courses. Successfully completing a college degree in a prison environment is a challenging task indeed, but especially for the inmate doing a long sentence, it may be a great way to keep one's mind active and provide a sense of purpose through the monotony of day to day prison life.

Drug Abuse Program (RDAP)

The BOP operates two programs for inmates with a history of drug abuse. One is a 40 hour program and the other, a full 500 hours. All inmates with a significant history of drug and/or alcohol

abuse are automatically enrolled in the 40 hour program. The 500 hour program is reserved for those inmates who have demonstrated a serious drug abuse problem. Qualifying inmates who successfully complete the 500 hour course are granted a reduction in their sentence of up to 12 months. For this reason, it is a program that is extremely popular and it is not always easy to gain admittance.

Eligibility

To be eligible for the 500 RDAP program you must satisfy the following requirements:

- Have a legitimate drug abuse problem documented in your PSI.
- A BOP Drug Abuse Program staff member interviews you and agrees that you have a substance abuse problem.
- Be within three years of release.

Tip

Those inmates who are being held by the INS, who were sentenced under the Old Law, who have a current violent criminal record or a previous conviction on homicide, forcible rape, robbery, or aggravated assault are not eligible for early release even if they successfully complete the RDAP program.

More can be read about RDAP at the BOP's website:

http://www.bop.gov/inmate_programs/substanceabuse_faqs.jsp#1

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FURLOUGHS

Inmates who are granted a furlough are given permission to leave the institution for a set period of time (both escorted and unescorted), usually in extreme situations. Generally, non-medical furloughs are granted to Federal Prison Camp inmates only, but these are rare and are at the complete discretion of the Warden.

Medical furloughs allow an inmate to receive medical treatment outside the prison. Inmates granted medical furloughs are handcuffed and shackled and are accompanied by a CO at all times. If a hospital stay is required, the inmate will be shackled to the hospital bed.

On occasions that a low security inmate is transferred to another institution, he may be given a transfer furlough. In this case, a set period of time is given to get on a bus and report to the new institution. Any deviation from the travel itinerary or failure to report on time will be considered an escape attempt.

Non-medical furloughs are rarely granted and a new inmate should not hold any hope that he will be leaving the prison any time before his release date. Further information about the furlough policy at your prison will be available from your Unit Team.

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RELEASE

In prison talk, the closer an inmate gets to his release date, the shorter he is. Inmates will say things like, "I'm 60 days short" or "I'm getting short". For those with long sentences, it was not uncommon to hear inmates express their excitement at being 3 or 4 years short. It's all relative.

There are times in a prison sentence when it seems that it will never end. If you are fortunate enough to have a release date, then logically you know that the day will come. But the longer you are in prison, the more you become accustomed to life there and the more distant your life before incarceration becomes. Emotionally then, the longer you are incarcerated, the more difficult it is to imagine that one day it will all be over.

The day of my own release was surreal. I had become accustomed to prison life and the prison routine. I had become familiar with the other inmates and even had a close group of 'friends'. Then one day I was called to R&D and within 30 minutes I was in a car headed for the airport. After being denied so much for what felt like a very long time, it was overwhelming to be back in the free world again. I can not imagine what it feels like for those inmates who are released after many years or decades behind bars.

Halfway House

In the vast majority of cases, once released from prison, an inmate is still not yet truly free. In the most fortunate of circumstances, you will be released directly home with a term of supervised release. However, most inmates can expect a stay of up to six months at a halfway house. Despite the passage of a new law in 2008 that allows for up to 12 months of halfway house time, the reality is that currently very, very few inmates are permitted more than the 6 months.

The stated role of halfway houses is to provide a place for transition from prison to free society. While not a prison, halfway houses are run by a department of the BOP. Accordingly, all residents are still considered to be incarcerated and are required to follow a very strict set of rules, which include steady employment. Failure to adhere to these rules will result in a return to prison to serve out the remaining time to release. With the plethora of rules and the tight tabs kept on the whereabouts of all residents, for an inmate coming from a Federal Prison Camp, the halfway house experience may seem even more like prison than actual prison. For inmates who have been released from higher security facilities, the halfway house experience will be welcomed as the first taste of freedom and the last step before returning home.

Tip

An inmate is eligible to spend the last 10% of his sentence in a halfway house. With a maximum of 12 months. Eligibility however does not equate to automatic placement. While an inmate may be eligible for 12 months of halfway house time, he may end up spending only a few months in such a facility. As your sentence nears an end your Unit Team will keep you updated on your expected release to a halfway house. As stated previously, do not expect more than six months in a halfway house

Supervised Release

Once released from the halfway house—or in rare circumstances when halfway house time is not given, once released from prison, you will have 72 hours to report to your probation officer. At this initial meeting, the terms of your supervised release will be given to you. It is absolutely crucial that you understand each and every rule. If unsure of anything, ask your probation officer for clarification.

Supervised release is the last step in a long process. While you may be back home after months or years in prison, you are still subject to the conditions of your supervised release as laid out by the sentencing judge. You can expect to be subject to a number of general rules such as staying within a designated geographical area, refraining from illegal drug use, allowing the probation officer to visit at any time day or night, maintaining employment, notifying the probation officer of any change in home address and refraining from contacting other felons. All defendants on supervised release will be required to submit a monthly report which gives the probation officer a general picture of your life, including employment, funds earned and spent, associates, vehicles driven, restitution/fines paid etc.

In addition to these general conditions, depending on the details of your offence, you may have unique conditions enforced. For example, as I was convicted of a financial crime, one of the terms of my supervised release was that I would not apply for any loans or lines of credit without first asking the permission of my probation officer. Those convicted of crimes involving a computer will likely be prohibited from accessing a computer or the Internet.

With all the conditions of supervised release, it's no wonder that although no longer in prison, during this time many individuals do not yet feel free. And in a very real sense, they are not. Any violation of supervised release can result in drastic consequences including a return to prison. That knowledge kept me on edge throughout the entire duration of my supervised release. It was not until my term of supervised release had ended that I finally felt that I could begin to

put this chapter of my life behind me. During my time at FMC Devens, I met numerous inmates who were on their second prison term after violating the conditions of their release. Don't fall into this trap. Follow the rules and make sure you never go back.

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CONCLUSION

Like many felons, the time since my release has been full of ups and downs. The initial elation that I felt upon being released has subdued as I face the stigma of being a convicted felon and the stress that comes with a mountain of legal fees and court ordered restitution. Of course I am aware that this was all of my own doing. I did not write this book to garner sympathy. Regardless of the difficulties I may now face, I am extremely thankful to be free with the opportunity to rebuild. Many of the inmates I would come to know and even call friends will remain at the prison for many years to come. Some will never be released.

Looking back, it is clear that the prison experience was nowhere near as bad as I had expected. I hope you can take some solace in this fact. The time spent speculating and worrying leading up to my sentencing and self surrender was in many ways worse than the time in prison. The period of initial transition was quite difficult, but once I learned the ropes, got to know a few people and fell into a regular routine, I found that it was very much survivable. I expect that your experience will mirror mine in this way and I hope that this guide will help to make the time, especially in the beginning of your sentence go just a little smoother.

The experience of being investigated, prosecuted and ultimately sentenced to prison is obviously extremely difficult. You are going to be challenged in numerous, many yet unforeseen ways. Throughout this time, you are going to lose a large degree of control over your life. How you react to this is up to you. If you choose to

focus on the negative, you will see the negative. If you choose to focus on the positive, you will see the positive. Challenges and disappointments met with a positive state of mind will make you stronger and wiser. Whether or not you choose to adopt that state of mind is the one and only thing that is under your complete control.

I wish you the very best.
Jonathan Richards

Appendix 1

FEDERAL MEDICAL CENTER – DEVENS
DEVENS, MASSACHUSETTS

SPECIAL HOUSING UNIT (SHU)
INFORMATION BULLETIN FOR INMATES

MENTAL HEALTH UNIT (MHU)
INFORMATION BULLETIN FOR INMATES

Updated: April 13, 2006

1. **Administrative Remedies:** Inmates shall request BP-9 and above from his unit team. BP-8 and Inmate Request to Staff may be requested from SHU/MHU staff.

2. **Commissary:** Inmates confined to SHU will be allowed Commissary purchases in accordance with the approved SHU/MHU Commissary lists (Administrative Detention or Disciplinary Segregation). Slips will be handed out on Sunday and commissary is delivered on Mondays. Commissary will be limited to the amount needed in the cell. I.E. one bar soap, one bottle shampoo, one toothpaste, etc… Excess property will be stored in the inmates personal property bin.

3. **Counts:** During the 4:00 p.m. and the 10:00 a.m. (Weekend and holidays) counts all inmates will stand in plain view of the counting staff unless it is documented in their medical record that they cannot stand due to medical reasons. Institution Supplement 5511, page 7, paragraph 5, states "The counting officer must be absolutely sure he/she is counting a living, breathing human being. The counting officer must not take for granted that a lump in the bed or hair alone is sufficient that a human body is present. Movement of the bed line is also not enough to conclude a human body is underneath." **If the inmate is covered up with bed linen he will be woken up to verify the existence of a living, breathing human being.**

All 4:00 p.m. and `0:00 a.m. counts will be "**Stand Up Counts**". In addition, inmates may be ordered to stand for the count at other times. Inmates are required to stand for the count if ordered to do so.

4. **Clothing & Linen Issue:** All clothing will be exchanged on a one for one basis by the officers on Monday, Wednesday and Friday as follows:

   Sunday – Blankets will be exchanged on the 1st and 3rd Sunday of the month.
   Monday – Jumpsuits, T-Shirt, Socks, Underwear and Towel
   Wednesday – T-Shirt, Socks, Underwear, Towel
   Thursdays – Sheets and Pillow Cases
   Friday – Jumpsuit, T-Shirt, Socks, Underwear, Towel

5. **Duress Alarm Buttons:** Inmates will use the duress alarm button located in the cell for **EMERGENCIES ONLY**. Any other use will result in disciplinary action.

6. **Feeding:** Inmates will receive three meals daily in SHU/MHU. The meals will be the same or comparable to the meals served at Mainline. Inmates will be given their meal by an officer. Inmates will be given a reasonable amount of time to eat their meals before the officer picks up the trays. Inmates must return all utensil and tray parts at the end of each meal. At no time are more than two cups allowed in the cell. (One per inmate.)

7. **Hygiene, Personal:** All cells have a shower. Inmates will shower in their cells and keep the shower facilities clean at all times. Abuse of this service will result in restricted use of the shower and disciplinary action.

8. **Law Library:** There is a Law Library located in SHU/MHU. Inmates who wish to use the Law Library must submit a Cop-Out to the SHU/MHU Unit Officer. These requests will be honored on a first come – first serve basis. Those inmates with pending litigation and time limits will be given priority. Inmates

must request additional legal books or policy information from the education department via a Cop-Out.

9. **Orderlies**: All inmate orderlies in SHU will be recommended by the SHU Lieutenant and approved by the Captain. Orderlies will be responsible for sorting laundry, cleaning floors and windows, and conducting general maintenance. Orderlies will not receive any special treatment and are subject to the same rules and regulations as the rest of the SHU inmates.

10. **Personal Property:** Due to security reasons, inmates placed into SHU/MHU will be limited to the amount of personal property they are allowed to have. The majority of an inmates property will be stored while he is in SHU. Attachments 3 and 4 list the property inmates may retain. Inmates admitted to SHU for medical observation will be treated as if on Administrative Detention status.

    When an inmate wants to retain some of his property in his cell, he must submit a Cop-Out requesting specific property to the Property Officer. The Property Officer will approve or disapprove the request based on security concerns, sanitation, and amount of property the inmate already has in his cell.

    When an inmate wants to retain some of his property that is not on the authorized lists, he will have to submit his request to the SHU/MHU Lieutenant in writing stating the reason for the request.

    When inmates are authorized to retain additional property from storage, they are required to sign a receipt for the property. Inmates refusing to sign the receipt will not receive the additional property.

    Inmate personal property will be stored under the bed. Two shelves are present to store personal items. Each inmate will be allowed access to one shelf. Items that do not fit into this space will be placed on the desk. These are the only two areas property will be located. Property will

not be stored on top of empty beds, on the window ledge, corner of the floor, etc. Failure to follow this policy may result in the loss of having personal property in your cell.

11. **Reading material:** All inmates will be afforded the opportunity bi-weekly to exchange books. Books will be exchanged on a one for one basis. This will take place on Sunday.

12. **Recreation:** Inmates will be given the opportunity to exercise in accordance with the parameters established in Program Statement 5270.07. All exercise will be conducted outside. Each inmate will be given the opportunity to exercise 1 hour a day, on 5 separate days, for a total of 5 hours a week. Stall will ask inmates in the morning if they want to participate in outside recreation. An inmate's refusal at this time will count as one of his five weekly opportunities for recreation in that week. If an inmate refuses to acknowledge the officer, it will be considered the same as a refusal. If the inmate is not ready to go to recreation when told, it will be a refusal. Lastly, the inmate's cell must be in inspection order prior to going to recreation. Failure to follow any of these rules may result in the loss of recreation for that day, as a refusal.

13. **Searches:** Staff may search an inmate's cell for contraband and sanitation purposes at any time. Inmates do not have the right to watch or to be present during the search. Inmates should keep their cells free of excess property at all times. Upon entering SHU/MHU, inmates will be given a cell inspection form, indicating the condition of the cell at the time they are assigned to it. Inmates must indicate any sanitation problems or damage on the cell inspection form.

    - There will be no writing on the walls, floor, bed, doors, vents, or any other area in the cell.
    - There will be no item stored on the window sills or covering any window.
    - All personal property will be stored under the bed and on the shelves below the bunk.

- **Inmates will make their bed and will be dressed no later than 7:30 a.m. Monday to Friday.** Cells are subject to inspection at this time.
- Inmates will be dressed no later than 10:00 a.m. on weekends and holidays.
- No inmate will place anything on their ceiling lights for any reason.
- There will be no items hung or taped to the walls for any reason.
- Paper bags are not authorized in the cells.
- Any damage to the mattress, sheets, pillow cases, or pillow will be documented and an incident report will be written for destruction of government property, if warranted.

14. **Telephone Calls**: Inmates housed in Administrative Detention will ordinarily be allowed one social phone call every 30 days from the date the inmate was placed in SHU/MHU. Inmates on disciplinary Segregation status are authorized to make one social phone call every thirty days. Social calls may not last more than 15 minutes. Any unused time is forfeited. In order to request a phone call, inmates will submit a Cop-Out to the SHU/MHU officer. Inmate request for telephone calls will be granted within the authorized time frames. The SHU Lieutenant may grant, at his/her discretion, additional telephone privileges.

15. **Visitation:** Inmates in SHU/MHU will ordinarily receive visits in the Institution Visiting Room. Inmates will be notified of their visits and be given a clean jumpsuit. Inmates with special security needs may have to alternate visiting times in the Visiting Room with inmates whom they are not allowed contact. This will be done on a first come, first serve basis.

    MHU Inmates will not visit in the Visiting Room, unless approved by the Captain. These inmates will visit in the back of the N-1 building. The visitors will be escorted to N-1 for visiting.

16. **Inmate Bedding:** All inmate beds will be made with both the blanket and sheet. Inmates are not to use a blanket or sheet to cover up during the hours of 7:30 a.m. to 4:30 p.m., Monday thru Friday or weekend and holidays between 10:00 a.m. and 4:30 p.m.

17. **Inmate Clothing Attire:** All inmates will wear the orange jump suit during the hours of 7:30 a.m. to 4:30 p.m., Monday thru Friday and on weekends and holidays between 10:00 a.m. and 4:30 p.m. When wearing the jumpsuit, it will be worn so it covers the entire body and not just the legs and waist.

18. **Cell Lights:** The cell lights will remain on during the hours of 7:30 a.m. to 9:00 p.m., Monday thru Friday. On weekends and holidays, the lights will remain on from 10:00 a.m. to 9:00 p.m. This is to include the cell main lights.

19. **Cell Appearance:** Inmates will have nothing covering their windows or hanging from the beds. There will be no photos or paper-material on the cell walls. Inmates are responsible to keep their cells clean or orderly at all times. Disciplinary action will be taken for dirty or unsanitary cells.

20. **Movement With-in the Unit:** Any time you are to move within the unit, the escorting officer will instruct the inmate to cuff up. The inmate will place his hands behind his back and place his hands through the food slot. The officer will then cuff the inmate from behind. Once the door is opened by the officer, the inmate will walk backwards out of the cell and then take one step so that the inmate is directly facing the wall. The inmate will then be pat searched and escorted as necessary. A martin chain will be used anytime the inmate must be cuffed in the front.

_____ _____April 13, 2006_____

M.A. Bollinger, Captain

Appendix 2

FEDERAL MEDICAL CENTER – DEVENS
DEVENS, MASSACHUSETTS

ADMISSION & ORIENTATION HANDBOOK

PROLOGUE

The Admission and Orientation (A&O) Handbook provides you with general information about the Federal Bureau of Prisons (BOP) and the Federal Medical Center- Devens (FMC, Devens). This handbook has been prepared with the thought that good communication between staff and inmates is essential in the development of a positive atmosphere within a correctional setting.

It is the policy of the Bureau of Prisons to treat inmates fairly, humanely, and responsibly and afford them the opportunity for self-improvement. As an inmate in the BOP you can expect:

- Accessibility to staff
- Consistent and fair treatment
- Responsiveness to your needs
- A safe, secure and sanitary environment
- Clear and accurate information about decisions affecting you

Your confinement at this institution involves a number of obligations on the part of the staff and inmates alike. As staff members, our primary responsibility is to ensure that the mandate of the court is carried out. We also believe that it is very important to provide work, education, recreation and other self-improvement programs to help you prepare for your eventual return to the community. **Your personal safety is our utmost concern, one of**

the most critical obligations of an inmate is to report any appearance of depression, suicide, or hopelessness in another inmate. It is not unusual to experience these feelings while incarcerated in jail or prison. If you notice another inmate struggling with these feelings, it is your obligation to notify any staff member immediately. It is that staff member's duty to make the necessary emergency contacts to ensure that the afflicted inmate receive immediate medical/psychological attention to ensure that his personal safety is primary.

It is your responsibility to contribute to a positive institution atmosphere by adhering to the rules and regulations of the institution.

INTRODUCTION

Your inmate handbook was prepared by the staff of the Federal Medical Center, Devens, Massachusetts, to serve as a reference guide and to provide an overview of procedures and programs at this facility. Additional information can be found in Program Statements and Institution Supplements located at the Law Library.

The Information, although current at the time of printing, is subject to change. You are responsible for keeping your handbook up to date.

GENERAL INFORMATION

Admission & Orientation: Inmates shall reside in their assigned unit and shall participate in the Admission & Orientation (A&O) Program for approximately 4 weeks. During orientation, inmates will meet staff and become familiar with the physical setting of the compound. The A&O Program consists of lectures and group meetings to learn about regulations, programs, and activities. Inmates will receive a thorough physical examination and complete educational, vocational, and psychological tests during the orientation period. Although inmates will not be given a work assignment until cleared by Health Services, they are expected to complete their in-house assignments under the direction of the Unit Team and the Unit Officer.

Accountability Checks: Inmates must be accounted for at all times. An accountability check is commonly referred to as "Count Time." Official counts will be conducted at 12:05 AM, 3:00 AM, 5:00 AM, 4:00 PM and 9:00 PM. On holidays and weekend, there is an additional count held at 10:00 AM. The daily 4:00 PM count and the 10:00 AM count held on holidays and weekends will be a "stand up" count.

There is NO talking or playing of radios during count. Each inmate must be standing during the "stand up" count (with the exception of those who have medical restrictions.) There will be no movement until the count has been cleared. Inmates may not open/close lockers, etc., during counts. During evening and early morning counts, Correctional Officers may use flashlights for counts. If an inmate is completely covered, the Correctional Officers may call the inmate in an attempt to get his attention. If unsuccessful, the Correctional Officer will lightly tap on the bed to make certain that the inmate is accounted for. The Correctional Officers must see human flesh.

Census Counts/Special Counts: Census or Special Counts may be announced at any time. During census counts, no inmate movement is allowed. Inmates are to remain where they are when the special count is called. All inmate movement must cease.

Emergency Counts: Emergency Counts may be announced at any time. In the event of an emergency counts, inmates are to report immediately to their assigned living quarters. All emergency counts will be "stand up" counts.

Controlled Movement: A controlled movement system is in effect from 7:30 AM to 8:30 PM each day. Open movement will commence at 7:30 AM and will last for 15 minutes in duration. Following the completion of the open movement, all inmates must remain in their assigned area until the next scheduled movement. Under normal conditions, open movement will take place every hour on the half hour with the exception of scheduled movements for medical and meal times. The only exception will be inmates who posses authorized staff passes.

Running or jogging is not permitted. The Recreation Yard is the designated area for running or jogging.

Pass System: At this institution, a fifteen minute period has been determined to be an adequate amount of time to move to any area in this facility. Inmates traveling from one destination to another during

any time other than open movement (work call, meals and recall) require a pass. There are four types of passes here:

1. Institution Pass- issued when an inmate goes from one point to another.
2. Recreation / Library Pass- issued when an inmate must go to the recreation yard, inmate activity center, legal and leisure libraries.
3. Facilities Pass- issued to inmates working in the Facilities Department who are on required job sites throughout the institution.
4. Medical Pass- issued to inmates during a sick-call appointment allowing the inmate to report back to Medical Staff at a designated time.

Passes will be issued by the sending staff member and will be retained by the inmate until the movement is completed. Inmates should have the pass visible when traveling from one area to another. All inmates are required to be in possession of a pass when not traveling during open movement and must present the pass to any staff member when instructed to do so. Once the inmate's scheduled travel is completed, the pass must be returned to the issuing staff member.

Change Sheet/Call-Out: The Change Sheet reflects changes in educational status and changes in work assignment. Attached to the Change Sheet is the Call-Out. The Call-Out is used to schedule medical, dental, educational and other appointments for the inmate with staff. The multi-listing is posted on the unit bulletin board Monday through Friday. It is the inmate's responsibility to review the Change Sheet/Call-Out daily for scheduled appointments which must be kept; as missed appointments may result in disciplinary action.

Out-of-Boundary-Areas: Certain areas are "Out of Bounds" unless inmates are assigned to work there or have been called by staff. If an inmate is called to one of these areas, he is to report immediately to the staff on duty. Inmates should not linger following completion of their business. These areas include but are not limited to:

1. Administration Building (except to go to Inmate Systems and to R&D).
2. Any housing unit, other than the one which the inmate is assigned.
3. Grass areas (except where authorized on the Recreation Yard).
4. Rear gate area.

Inmate Request to Staff Member (Cop-Out): The Inmate Request to Staff Member for (BP-ADMIN-70, commonly referred to as a "Cop-Out") is used to request appointments or to address concerns with staff. Various types of requests can be made with this form. Completed forms should include a brief account of the inmates problems and/or request(s) and his comments concerning what he would like to have done. Staff will respond to the inmates request within a "reasonable" period of time.

Contraband/Searches ("Shakedown"): Contraband is defined as anything not authorized for retention, not issued by the institution, not received through approved channels, or not purchased through the Commissary. Staff are alert to the subject of contraband and make an effort to locate, confiscate and report contraband found in the facility. Anything not in its original container is considered nuisance contraband. Any item in the inmate's personal possession must be authorized and a record of the receipt of the items should be kept in his possession. Inmates cannot purchase or loan radios or any other items from another inmate, nor can an inmate store property in another inmate's locker. Items purchased or obtained in this matter are considered contraband and will be confiscated. Items from an inmate's work site are considered contraband if found in the housing unit. Any item which is altered, even if originally approved or issued, is considered contraband. Altering or damaging U.S. Government property is a violation of institution rules and the cost of the damage may be levied against the violator. All inmates are subject to pat searched, visual searches and searches of their assigned cell, cubicle or other assigned living space. While staff are conduction searches, inmates are not allowed in the cell, cubicle or assigned living space. Staff are required to search inmate cells to locate contraband or stolen property. An inmate's property and living area will be left in

the same general condition as it was found. Inspections are unannounced and conducted at random.

Urine/Alcohol Surveillance: Inmates may be asked to give a urine or Breathalyzer sample at any time. When an inmate is called to give a urine sample, he has two (2) hours to provide the sample or an Incident Report will be written. Inmates must remain under direct staff observation during those two (2) hours. Failure to submit to a urine sample or Breathalyzer will be treated as a refusal and will result in disciplinary action. Water or other fluid may be taken only upon permission of the Operations Lieutenant or the Captain. A Breathalyzer test must be completed when called for testing. There is no allowed delay.

UNIT MANAGEMENT

Unit Teams: Like most BOP institutions, FMC, Devens is organized into a Unit Management. Each unit has a mission and inmates are assigned to each unit based upon their needs. Generally, the resolution of issues or matters of interest is most appropriately initiated with the unit team. Unit team staff are available to assist in many areas, including parole matters, custody classification, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while incarcerated.

A Unit Team member is usually available daily from 7:30 AM to 9:00 PM, during regular work days and 7:30 AM to 4:00 PM, during weekends and holidays. Each unit is staffed by a unit team directly responsible for those inmates in that area.

UNIT STAFF RESPONSIBILITES:

1. **Unit Manager:** The Unit Manager has the overall responsibility for internal security, safety, sanitation, planning, implementing and evaluating unit programs. He/she works with other departments and reports directly to the Associate Warden of Programs and the Warden.

2. **Case Manager:** A Case Manager is responsible for all casework services and prepares classification materials, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. He/she reports to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist department head who provides technical assistance to unit staff in case management affairs) with reference to specialized training and duties. The Case Manager is a frequent member of the Unit Disciplinary Committee (UDC).

3. **Counselor:** The Correctional Counselor provides counseling and guidance for the inmates of the unit in areas of institutional and adjustment, personal difficulties and plans for the future. He/she plays a leading role in all segments of unit programs and is a member of the unit team. The Counselor will visit inmate work assignments regularly and is ordinarily the individual to approach for daily problems. The Counselor is a frequent member o the UDC. He/she reports to the Unit Manager.

4. **Unit Secretary:** The Unit Secretary is responsible for clerical functions of the Unit. This includes maintaining inmate Central Files, typing various reports, correspondence and paperwork necessary for inmate releases. He/she reports to the Unit Manager.

5. **Educational Representative:** The Educational Representative plans, coordinates and evaluates the inmate's academic and/or vocational needs and programs. He/she reports to the Supervisor of Education.

6. **Psychology Representative:** A Psychology Representative will evaluate the inmates' mental health needs and will recommend programs to meet these needs. He/she reports to the Chief Psychologist.

7. **Correctional Officer:** A Correctional Officer is responsible for the day-to-day supervision of the inmates and the enforcement of rules and regulations. Officers inspect all areas of the unit,

promote sanitation and report discrepancies. Unit Officers are supervised by the Operations Lieutenant and the Unit Manager.

Program Reviews (Team): An inmate's first Team Review will ordinarily be within four weeks if he is a new commitment and within two weeks if he is a Supervised Release or Parole violator. During this initial team review, the inmate will meet the Unit Team members, which may include representatives from Education and Psychology.

After the first team meeting, the inmate will be scheduled for team every ninety (90) to one hundred and eighty (180) days, depending on the remainder of time to be served on his sentence. Pretrial inmates are ordinarily classified twenty one (21) days of arrival and subsequent reviews will be held at least every ninety (90) days. At Program Review, the inmate may discuss work assignments, classes, transfer requests, good time, parole matters, security and custody matters. Program Reviews also provide an opportunity for the inmate to participate in making decisions regarding his individual programming needs.

Custody Classification: Custody is determined by the percentage of time served on the inmate's sentence, his history of substance abuse, psychological stability, responsibility demonstrated, family and community ties, and type and frequency of misconduct reports. Except for emergency situations, inmates will not be reviewed for possible custody level change until they have been housed at this facility for six (6) months. Following the initial custody review, all subsequent reviews will be conducted once (1) per year in conjunction with a program review (Team). If an inmate has questions concerning his custody level, he should see his assigned Case Manager.

Security Designation: Security levels have been assigned to each institution within the Bureau of Prisons. FMC Devens is an administrative security level facility. Security levels take into consideration the severity of your offense, any Detainers or pending charges, estimated length of confinement, prior history of incarceration, escape and/or violence. Generally, an inmate's security level is determined before admission by a BOP designating official.

Unit staff will review an inmate's security level periodically to determine the need for increases and decreases.

Sentence Computation: If an inmate's offense was committed prior to November 1, 1987, he is sentenced under provision of the Old Law. If the total offense or any portion of the offense was committed on or after November 1, 1987, he is sentenced under the Sentence Reform Act provisions of the Comprehensive Crime Control Act, commonly referred to as New Law. The primary difference between Old Law and New Law sentences is Good Time Earning Rate and Parole Eligibility or Non-Parole Eligibility. Inmate Systems Management (ISM) is responsible for the computation of inmate sentence(s). Inmates will be given a copy of their sentence computation within 30 days. Any questions concerning good time, prior custody, parole eligibility, length of sentence, full-term dates, release dates, 180-day dates, and periods of supervision should be addressed to the Inmate Systems Manager in the Records Office.

Selective Service System: All male U.S. citizens 18 to 25 years of age are required by law to register with the Selective Service system. Inmates are exempt from registration requirements while incarcerated; however inmates can register during the institution A&O program. Upon release, registration must be accomplished within 30 days.

Financial Responsibility Program (FRP): The Unit Team will identify all inmates who have financial responsibility obligations to Federal or State governments. These commonly include assessments fees, fines (committed and non-committed) and court-ordered restitution. During Initial Classification, a financial plan is developed for the inmate to satisfy any financial obligations. The inmate's financial obligations will also be reviewed during scheduled program reviews. All inmates are required to pay their court ordered obligations in a manner commensurate to the amount of money taken into his commissary. A formula has been implemented to allow for the inmate to have funds for stamps, hygiene items and telephone credits. An inmate receiving Performance Pay who fails to make progress on his financial plan will be subject to restricted privileges. Monies received from outside sources and deposited into the

inmate's Commissary account will be considered when assessing the amount the inmate will be required to pay towards his financial obligation(s).

Unit staff must consider the inmates participation in the FRP as part of the overall institutional adjustment. Refusal to participate will be documented in Progress Reports and on the Security/Custody Classification Form. The Unit Team will consider the demonstrated level of financial responsibility on all requests for participation in community activity, to include furloughs and Community Correction Centers (CCC) placement. Financial responsibility must be demonstrated to be eligible for community programs. The Unit Team will not recommend an inmate for community programs if he refuses to participate in this program. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

The Unit Team will identify any inmate who must pay for the cost of his incarceration. The Program Statement entitled "Cost of Incarceration", indicates that if a defendant's sentencing court did not impose a fine or waive the fine due to the defendant's inability to pay, inmates may be subject to paying the cost of incarceration for one year. The Unit Team will utilize the Pre-sentence Investigation Report to determine an individual's ability to pay the Cost of Incarceration Fee (COIF). Once the COIF is determined, the Unit Team will notify the inmate. Fees imposed under this obligation are due and payable 15 days after notice of the Unit Team's action. If the amount owed is determined to be substantial and the inmate cannot pay this obligation within 15 days, the Unit Team will establish a payment plan not to exceed 12 months. This obligation must be paid within the first year of confinement. Any requests for waiver of the fee must be addressed and approved by the Warden as outlined in the Program Statement and the Institution Supplement concerning COIF. Sanctions for failure to pay any court ordered obligation outlined in the Program Statement entitled "Financial Responsibility Program" will also apply for failure to pay this obligation as outlined in COIF. Some of these restrictions will include ineligibility for community based programs (i.e., CCC placement, furloughs, funeral trips or bedside visits), restriction to maintenance pay level, failure to

receive a release gratuity and loss of preferred housing/work assignment.

UNIT LIVING

Town Hall Meetings: Town Hall Meetings are utilized by staff to disseminate information to the inmate population. These meetings provide an opportunity to discuss new policies and procedures, regulations, problems within the unit and other subjects. Attendance is mandatory and inmates are to conduct themselves in a quiet and respectful manner.

Showering: The showers will be open only during specified times each day. Refer to the unit bulletin board for the appropriate showering times.

Care of Appliances: Units are provided with appliances such as televisions, irons, buffers and microwaves. Inmates should use the utmost care when using these items because repair or replacement is often difficult and damages incurred will be the inmate's responsibility. Willful abuse of these items may result in disciplinary action. If an inmate does not know how to operate an appliance, he should ask the Correctional Officer. Irons will be issued by the Unit Officer. Inmates will be responsible for damaged or missing items issued to them.

Clothing (Institution-Issued): All inmates will be issued institutional clothing in accordance with stated policy by the Clothing/Laundry Room shortly after their arrival. Issued clothing is not to be altered in any way and must be returned to the Clothing/Laundry Room when it is no longer needed. Uniform clothing must be worn Monday through Friday 7:30 AM to 4:00 PM on the work detail, in the Visiting Room and if inmates go to the dining hall for lunch on a weekday. Uniforms are to be worn with shirts buttoned and tucked inside the pants. Pants are to be worn without the legs rolled up, no items hanging out of pockets, or worn below the waist line. Now shower shoes are to be worn outside the Units.

Unit Living Areas:

1. Inmates should display consideration for others when opening and closing doors, turning lights on/off, excessive noise, etc.

2. Lights must be off in dormitories from 11:00 PM to 6:00 AM on weekdays and 11:00 PM to 10:00 AM on weekends. During lights out, cubicle lights should not be used to provide an alternate form of general lighting. Cubicle lights should only be on when needed.

3. Radios may be played only if earphones are used.

4. Beds are to be made and trash emptied by 7:30 AM daily before work or other program activities.

5. Inmates are INDIVIDUALLY responsible for the cleanliness of their area and as a group for the sanitation of the entire dormitory. Dormitories are to be cleaned daily.

6. NO visiting is permitted in thee doorways of dormitories or within units other than the inmate's assigned unit.

7. Paper, plastic bags, or boxes are not permitted under beds or stored on lockers. Plastic bags are not authorized for use in trash cans or for storage.

8. Nothing is to be stored under the bed with the exception of footwear.

9. Inmates should secure their property in their assigned locker or storage box. Nothing should be hung, pasted, taped, etc. to walls or windows, including any article of clothing. Lockers will be clean and orderly; northing is to be displayed on the lockers. Inmate desks may display one photograph (5" X 7") and religious item (i.e., Bible, Quran). Nude photographs are not to be displayed and all pictures must be in good taste.

10. No tobacco products are allowed in the facility.

11. Other than a laundry bag, nothing will be hung, pasted, taped, or tied to bedposts or railings. A second blanket may be neatly folded and placed at the foot of the bed.

Double-Bunked and Single Cell Living Areas:

1. Inmates are responsible for their room's cleanliness, its furnishings and its overall condition. Inmates will be required to pay for any damage to the room or its furnishings. Cleaning supplies may be obtained from the Unit Counselor or the Unit Officer.

2. Inspections are held weekly, they are conducted on a random and unannounced basis. Deficiencies noted during and inspection may result in disciplinary action.

Energy Conservation: Lights and televisions are to be turned off when a room is unoccupied.

Federal Tort Claim Act: If an inmate believes that the negligent or wrongful acts or omissions of a staff member resulted in injury or loss of property, or personal injury to the inmate, he may file a claim under the Federal Tort Claims Act. To file such a claim, the inmate must complete a Standard From 95 available from unit staff, and submit the completed form to the Office of the Regional Counsel. All claims for damage under the Federal Tort Claim Act must be filed within two (2) years of the incident.

Fire Drills: Fire drills may be announced at any time and are held at least once every three (3) months in all units. When the fire alarm sounds, inmates must leave the area immediately by the nearest exit. All inmates will be required to line up in front of the area and remain there until counted by the Correctional Officer. Inmates are NOT to return to their unit until told to do so by the Correctional Officer or unit staff. Any inmate failing to comply with fire regulations and the evacuation procedures will be subject to disciplinary action. Each inmate is responsible to familiarize themselves with fire exit routes.

Fire Prevention: Fire prevention and safety are everyone's responsibility. Piles of trash or rags in closed areas, combustible materials, items hanging from fixtures or electrical receptacles, and other hazards are not tolerated. For the safety of all, inmates must exercise care and cooperation in the prevention of fires. Inmates should extinguish all smoking materials in proper containers and must refrain from placing items on cubicle lights. Additionally, smoking is restricted to designated areas. All housing units are equipped with smoke detectors, interior fire hoses, fire extinguishers and water sprinkler systems. Inmates should be familiar where this equipment is and proper fire safety procedures.

Barber Shop: The Barber Shop will cut hair on an appointment basis and may be subject to the Work Detail Supervisor's approval. Inmates who would like a hair cut should submit a written request to their assigned Counselor indicating they would like a Barber Shop appointment. Inmates may refer to the unit bulletin boards for posted procedures and current hours of operation.

Locks: Combination locks may be purchased by inmates at the Commissary. These locks are to be used for inmate lockers. Inmates should keep their personal property locked at all times. Staff are not responsible for lost or stolen items.

Laundry Facilities: All institution issued items (i.e., sheets pillow cases, blankets, towels and uniforms) must be returned in to the institution Laundry for cleaning. Inmate's personal clothing, such as wash cloths and underwear, will be cleaned in the unit per the posted schedule. Inmates are responsible for ensuring their clothing items are kept clean and neat. Laundry days are posted in each unit.

Physical Contact: Inmates are expected to conduct themselves in a responsible manner at all times. Overt sexual behavior is not permitted and will result in disciplinary action.

Radios: Radios are not to be played without the use of earphones. Radios are not permitted on any work site or in Food Service.

Television Rooms: Television rooms with adjacent occupied dormitories or cells will be open as delineated in the Unit Rules and Regulations. Headphones will be utilized at all times for television viewing. Any excessive noise or abuse of television viewing privileges can result in an inmate's restriction from the TV Room or closure of the room to all inmates. Television rules and schedules, as applicable, will be posted in the unit. It should be noted that late night television may be cancelled or forfeited based upon poor sanitation scores.

Repairs: Inmates may report needed repairs such as burned-out light bulbs and leaky faucets to the Correctional Officer or Unit Team.

Sanitation: All inmates are responsible for their personal hygiene. Inmates are expected to shower and maintain a neat appearance. The Unit Counselor can supply soap, laundry detergent, deodorant, and tooth paste to those inmates who are indigent and cannot afford these items at the commissary. Inmates are responsible for the condition of their living area including its cleanliness and the maintaining of furnishings in general good condition. Inspections are held regularly and failure to maintain adequate sanitation standards may result in disciplinary action. Compliance with the following regulations should ensure satisfactory inspection reports:

1. Nothing is to be hung on the walls, windows, or chairs.

2. Lockers and other storage area are to be kept orderly. Nothing maybe pasted or glued to the locker doors.

3. Only shoes may be stored under the locker bed.

4. Beds are to be made daily by 7:30 AM before reporting to work. On weekends and holidays, beds are to be made by 10:00 AM. All inmates must make their beds on time with no exceptions.

5. Living areas are to be swept daily and mopped regularly.

6. Food items from Commissary are to be stored in the inmate's locker, not on the window sill or ledge or any other location.

7. Excessive property will not be allowed. Inmates may donate or mail out excess property at their expense.

Smoking: Effective November 1, 2004, FMC Devens' commissary will no longer sell tobacco products. FMC Devens will become a smoke free institution with all tobacco products in an inmate's possession being subject to confiscation due to the tobacco being classified as contraband effective on/after December 1, 2004. An inmate found to be in possession of tobacco products will be subject to disciplinary action.

Sunbathing: Sunbathing is not allowed during normal business hours. Sunbathing is only permitted in the Southeast corner of the Recreation yard adjacent to the "G" Unit. When sunbathing, athletic short, sweat pants or long trousers may be worn/ No underwear or boxer shorts are permitted. Towels may be used to lie upon; however furniture, blankets and/or sheets may not be removed from the units. Shirts must be worn when leaving the designated area and on the Compound. Failure to comply with these rules may result in disciplinary action.

INMATE DINING (SCHEDULES & "MAINLINE")

Mainline and the Religious Diet Program are available in the Dining Room. For more information on the Religious Diet Program, consult the Chaplain. Meals are served at the following times.

Monday-Friday

Breakfast: 6:15 AM to 7:15 AM

Lunch: At 10:30 AM, wheelchair inmates and those with walkers for early chow.

At 11:00 AM, those inmates, including those on work details, will be called for lunch according to the following schedule:

11:00 AM Facilities
11:15 AM Education/V.T.
11:30 AM Units will be released based on rotation

Dinner:After the 4:00 PM count clears, dorms are called on a rotating basis.

Saturdays/Sundays/Holidays

Coffee Hour: 7:00 AM to 8:00 AM
Brunch: After the 10:00 AM count cleats, units will be called on a rotating basis.
Dinner: After the 4:00 PM count clears, units are called on a rotating basis.

After eating, inmates should carry their tray to the dishwashing area. Inmates should dispose of eating utensils properly and pass their tray to the worker or leave it on the counter. Due to space limitations, inmates are expected to consume their meals then vacate the table as promptly as possible.

There are certain rules and regulations inmates should familiarize themselves with:

1. No food other than one piece of "uncut" fruit is to be taken from the Dining Room.

2. Dishes, eating utensils, salt and pepper packets, sugar packets, etc., are not to be taken from the dining Room.

3. Form a single line upon entering Food Service and at no time cut ahead of another inmate.

4. Inmates are not to trade or pass items on the serving line.

5. Inmates are not to waste food.

6. Inmates may not save a table, chair or place in the food service line.

7. Inmates must be appropriately dressed with their shirts tucked in, jackets unzipped and their hats off. Shower shoes, sunglasses and hats are not permitted in the Dining Room.

8. Radios, laundry, books, etc., are not allowed in the Dining Room. Additionally, no personal bowls, cups, etc. can be brought into Food Service.

9. Monday through Friday, uniforms must be worn during lunch and when entering unit office areas. After 4:00 PM on weekdays, on weekends and holidays, personal clothing which is neat in appearance may be worn.

10. Entrée and dessert items are limited to one portion per inmate.

11. Loitering in the Dining Room is prohibited. Inmates are afforded approximately 22 minutes to complete a meal.

12. Inmates shall not remove plates, forks, cups, trays, etc. from the Dining Room. Inmates in possession of such items may be subject to disciplinary action.

13. The "A" side serving line is for all inmates that require the mainline bill of fare, heart healthy, no flesh option, medical diets, religious diets and a diabetic snack that is served with the evening meal. The "B" side serving is for mainline, heart healthy and no flesh only. The only exception to this is the Monday through Friday 10:30 AM wheel chair/walker short line for lunch.

HEALTH CARE SERVICES

The Health Services Department has outpatient and inpatient services. The overall health care delivery system includes local medical facilities and medical referral centers. On-site medical care is available 7 day a week. Identification cards must be presented prior to receiving services, medications and having blood drawn.

PATIENT'S RIGHTS AND RESPONSIBILITIES

While in the custody of the Federal Bureau of Prisons, you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.

RIGHT: You have the right to health care services, in accordance with the procedures of this facility. Health Services include: medical sick call, dental sick call, and all support services. Request for sick call appointments are submitted at this facility on Monday, Tuesday, Thursday, and Friday. You will be given an appointment to return to the clinic at an assigned date and time. Emergency health care services are available 24 hours each day, and are accessed by contacting the correctional worker responsible for you.

RESPONSIBILITY: You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommend treatment plans that have been established for you by the facility's health care staff, including proper use of medications, proper diet, and following the instructions of your health care provider.

RIGHT: You have the right to be offered the chance to obtain a Living Will (at your own expense), or to provide the Bureau of Prisons with Advanced Directives that would provide this facility with instructions if you are admitted as an impatient of a hospital.

RESPONSIBILITY: You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

RIGHT: You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.

RESPONSIBILITY: You have the responsibility to maintain your health and not to endanger yourself or others by participating in

activity that could result in the spreading of or catching an infectious disease.

RIGHT: You have the right to know the name and professional status of your health care providers.

RESPONSIBILITY: You have the responsibility to respect these providers as professionals, and follow their instructions to maintain and improve your overall health.

RIGHT: You have the right to be treated with respect, consideration, and dignity.

RESPONSIBILITY: You have the responsibility to treat the staff in the same manner.

RIGHT: You have the right to be provided with the information regarding your diagnosis, treatment, and prognosis.

RESPONSIBILITY: You have the responsibility to keep this information confidential.

RIGHT: You have the right to be examined in privacy.

RESPONSIBILITY: You have the responsibility to comply with security procedures.

RIGHT: You have the right to obtain copies of certain releasable portions of your health records.

RESPONSIBILITY: You have the responsibility to be familiar with the current policy to obtain these records.

RIGHT: You have the right to address any concern regarding your health care to any member of the institution's staff including physicians, Health Services Administrator, the members of your Unit Team, and the Warden.

RESPONSIBILITY: You have the responsibility to address your concerns in the accepted format such as Inmate Request to Staff Member form, open house/Main Line, or the accepted Inmate Grievance Procedures.

RIGHT: You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

RESPONSIBILITY: You have the responsibility to comply with the prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person, or accept from any other person, medications or prescribed items.

RIGHT: You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

RESPONSIBILITY: You have the responsibility to eat healthy and not abuse or waste food or drink.

RIGHT: You have the right to request a routine physical examination, as defined by Bureau of Prisons' policy. (If you are under the age of 50, once every two years, and over the age of 50, once a year)

RESPONSIBILITY: You have the responsibility to notify medical staff that you wish to have an examination.

RIGHT: You have the right to dental care as defined in the Bureau of Prisons' policy to include preventative services, emergency care, and routine care.

RESPONSIBILITY: You have the responsibility to maintain your oral hygiene and health.

RIGHT: You have the right to a safe, clean and healthy environment, including smoke-free living areas.

RESPONSIBILITY: You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

RIGHT: You have the right to refuse medical treatment in accordance with the Bureau of Prisons' policies. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill effects of refusing medical treatment.

RESPONSIBILITY: You have the responsibility to notify Health Services regarding any ill effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

RIGHT: You have the right to assessment and management of your pain.

RESPONSIBILITY: You have the responsibility to address your pain issues with your medical provider during your visit. You have the responsibility to follow the pain treatment plan provided by you.

Inmate Co-Payment Program: Pursuant to the Federal Prisoner Health Care Co-payment Act(FHCCA of 2000(P.L. 106-294, 18 U.S.C. 4048), The Federal Bureau of Prisons and FMC Devens provide notice of the Inmate Co-payment Program for health care, effective October 3, 2005.

Application: The Inmate Co-payment Program applies to anyone in an institution under the bureau's jurisdiction and anyone who has been charged or convicted of an offense against the Unites States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRC's and inmates assigned to the General population at these facilities are subject to co-pay fees.

You must pay a fee of $2.00 for health care services, charges to your Inmate Commissary Account, per health visit, if you receive

health care services in connection with a health care visit that you requested, except for services listed below. These requested appointments include Sick Call and after hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed below, you will be charged a $2.00 co-pay fee for that visit.

Fees will not be charged for:

- Health care services based on health care staff referrals
- Health care staff approved follow up treatment for chronic condition
- Preventative health care services
- Emergency services
- Prenatal care
- Diagnosis or treatment of chronic infectious diseases
- Mental health care
- Substance Abuse treatment

If a health care provider orders or approves any of the following, we will also not charge a fee for:

- Blood pressure monitoring
- Glucose monitoring
- Insulin injections
- Chronic care clinics
- TB testing
- Vaccinations
- Wound care
- Patient education

Your health care provider will determine if the type of appointment scheduled is subject to a co-pay fee.

Indigency: An indigent inmate is an inmate who has not had a trust fund account balance of $6.00 for the past 30 days.

If you are considered indigent, you will not have the co-pay fee deducted from your Inmate Commissary Account.

If you are not indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

Complaints: You may seek a review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

Sick Call/Appointments/Procedures: Inmates must fill out an inmate sick call sign-up sheet, located in the lobby of the hospital describing the complaint or problem. Deposit the sick call sign up sheet in the box labeled "Sick Call" situated in the front lobby of the Health Services Unit. The sick call sign up sheets are picked up Monday thru Friday and reviewed by a clinician to determine each case-specific or chronicity of the complaint. The clinician will distribute the sign up sheet among the health care providers and will schedule and place the inmate on the call-out sheet. There are guidelines that merit an urgent same day visit, or conditions that merit the inmate be seen within 24-48 hours, 72 hours, one week and up to two weeks. It is the inmate's responsibility to watch out for the daily call outs. If the inmate's appointment is cancelled by the medical staff, the inmate will be rescheduled as soon as possible. Medical emergencies will be evaluated immediately.

Inmates housed in the Special Housing Unit (SHU) and the Inpatient Psychiatric Unit (N-1,N-3) will have the opportunity to speak with medical staff during their daily rounds. Inmates housed in the Inpatient Mental Health Units (N-2,N-4, and N-5) shall follow the instructions above. Any medical concerns should be brought to the attention of the health services at that time.

An inmate who becomes ill after regular sick call hours should contact his work supervisor or unit officer for an appointment. Inmates may not report to health services on their own accord outside of normal sign-up hours. Inmates housed in the Special

Housing Unit and the Inpatient Psychiatric Unit will have an opportunity to speak with medical staff during their daily rounds. Any medical concerns should be brought to the attention of health services staff at that time.

Physical Examinations: An examination will be performed within fourteen (14) days of admission, unless previously completed at another BOP facility. This examination is mandatory and cannot be refused. After an inmate's initial examination, he may request a physical exam every two years until age 50 by submitting an Inmate Request to a Staff Member (Cop-Out). At age 50, an inmate may request a yearly physical examination.

Emergency Medical Treatment: All medical emergencies will be given priority treatment.

Dental Clinic: All newly committed inmates will be examined during the A&O process, generally within 14 days of arrival. During this examination, the inmate will be instructed on how to access the Dental Department for oral health care. Those inmates arriving from other institutions having documentation of a dental examination will be routinely seen. Access to dental care may be obtained by the following means:

1. Sick Call- This is reserved for individuals with acute or emergency dental needs such as pain, swelling, infection, or trauma. Follow the Sick Call sign-up procedures.

2. Inmate Request to a Staff member (Cop-Out)- Individuals requesting routine dental care (i.e., cleanings, fillings, comprehensive examinations), are to submit a Cop-Out directly to the Dental Department (Note- all Cop-Outs will be responded to as quickly as possible. If an inmate does not receive a response within a reasonable amount of time, they should contact the Dental Department and check to see if it was received).

3. Emergencies- Inmates that experience a dental emergency (pain, swelling, infection or trauma) are to sign-up for the next dental sick call. If an emergency occurs outside of normal working

hours, inmates are instructed to notify staff for appropriate evaluation and/or referral.

Pharmacy: The Pharmacists' role is to provide the inmate information and medication to treat his medical concerns. New prescriptions are only written by Medical Staff. Refills must be placed in the "Refill Mailbox" located in the lobby of the Health Services Department, next to the Officer's Station. Refills may be picked up according to the schedule posted on the "Refill Mailbox". If there are no refills remaining, it is the inmate's responsibility to sign up for sick call to have the prescription renewed in adequate time. After hours access to the pharmacy for refills will not be available. Inmates should consult the institution supplement or unit bulletin board for sick call, pill line and prescription pick-up times.

The Pharmacist will provide the inmate with written and/or oral consultation on all new prescriptions. A private consultation regarding an individual's medications, both prescription and over the counter (Commissary), is available by sending a Cop-Out to the Chief Pharmacist. The inmate will then be scheduled for a call-out to the Pharmacy.

Medications found in an inmate's possession which are expired or otherwise deteriorated; medications which belong to another inmate and/or medications not issued by a BOP pharmacy or Commissary will be confiscated. The inmate may also be subject to disciplinary action.

If an inmate's use of a medication is infrequent and the inmate notices that it may soon expire, he should return the medication to the Pharmacy for a refill. Failure to follow these steps means the inmate will have to sign-up for sick call to have medication reinstated. Medications issued to an inmate are for his medical benefit ONLY. Inmates are NOT TO SHARE MEDICATIONS with other inmates. Only medical staff can determine if a prescription medication is appropriate for another inmate's problems.

Refusal of Medical Treatment: Any inmate who refuses medical treatment will be counseled by health services regarding the

risks associated with refusal of treatment. The inmate's counseling session and refusal will be documented on the Refusal of Treatment form and will be signed by the inmate and two witnesses. This form will then be placed in the inmate's medical file as documentation.

HIV: During orientation, inmates will be informed of BOP policies on HIV. The HIV blood test may be requested by an inmate on a voluntary basis, or will be drawn prior to receiving the Measles Mumps Rubella (MMR) vaccine. Inmates will be counseled prior to having this test administered and will be notified and counseled again upon receipt of the test results.

Eyeglasses: The institution will furnish prescription eyeglasses to any inmate requiring them, as documented through a professional prescription. An inmate who needs repair to his glasses must adhere to the following procedure: the inmate must submit a request to Health Services Department for Authorization to Receive Package form with the repair attached. The Unit Team will send the glasses out for repair. The Health Services Administrator and the Assistant Health Services Administrator and the Associate Warden of Medical will forward the authorization to Inmate System Manager (ISM) Department for mailing. ISM will complete the package authorization and forward the copy to the inmate. Once the glasses arrive, ISM will ensure that they are distributed to the inmate in a timely manner.

1. The inmate must submit a request to the Health Services Department for a Authorization to Receive package or Property Form with the repair form attached. The Unit Team will send the glasses for repair.

2. The Health Services Administrator (HSA) / Assistant Health Services Administrator (AHSA) and the Associate Warden (Medical) will complete the Authorization to Receive Package or Property Form and attach a copy of the current prescription. A health services staff member will forward the authorization and a copy of the prescription to Inmate Systems Management (ISM) Department for mailing.

3. ISM will complete the package authorization and forward a copy to the inmate. Once the glasses arrive, ISM will ensure they are distributed in a timely manner.

This procedure will also be used for the repair of personally obtained eyeglasses by a private optical firm.

Medical Convalescence: Medical convalescence is a recovery period after an operation, injury, or serious illness. It may be prescribed for not less than four (4) days and not to exceed thirty (30) days, subject to renewal. While on convalescence, inmates will be expected to attend educational programs, unless medical condition limits attendance. Recreation activities will be prohibited.

Medical Idle: An inmate is placed on medical idle no longer than seventy-two (72) hours. Inmates are restricted to their cell or dormitory except for meals, chapel services and visits. Inmates on medical idle MAY NOT go to recreation or to the Commissary. They are also excused from class and work assignments.

Restricted Duty Status: Restricted duty status is used in cases where an inmate has some medical restrictions but, unlike medical and idle, is able to work.

Medication / Pill Line: At pill line, inmates must show their Commissary card to obtain prescription and controlled medications. No medication is given without proper identification. Pill line will be conducted in accordance with the posted hours. Pill line patients will be expected to undergo "mouth check" following consumption of their medication. During "mouth check", inmates are required to expose their tongue and gum lines as a means of ensuring all medications were properly consumed. Inpatient status inmates will receive medication from nursing staff within the Unit. A representative from Health Services will deliver all medication to inmates in the Special Housing Unit and Mental Health Unit.

EMPLOYMENT

Conducting a Business: Inmates are not permitted to engage in a business or profession during their incarceration. Inmates must delegate authority for the operation of any business to a person in the outside community. Pretrial inmates, and those incarcerated for civil contempt, are the only exception to this provision.

Inmate Work Assignment: All work assignments will be made through the Inmate Work Committee. Inmates will be assigned to a work detail as soon as they receive medical clearance and have completed the Institution Admission & Orientation Program. While an inmate's skills and abilities will be considered, most initial work assignments will be made to meet an institution need as determined by the Inmate Work Committee. Inmates are assigned to work details for a minimum of ninety (90) working days. Upon completion of this mandatory work assignment, the inmate may apply to the Inmate Work Committee for the work detail of his choice. The administration does, however, reserve the right to change an inmate's work assignment due to institutional need or poor work performance. It is mandatory that all inmates have a work assignment, unless medically excused.

Performance Pay Status: If assigned to a regular work assignment, inmates will receive Performance Pay for only the hours worked. Hours worked is defined as hours of satisfactory job performance. Current rates range from a basic maintenance grade of $5.25 per month up to $.40 per hour and are subject to change. Performance Pay is credited to an inmate's Trust Fund account monthly, usually within ten (10) working days following the payroll cut-off date on the last day of each month. If an inmate has a question concerning their Performance Pay, he should consult his work supervisor. Inmates who do not participate in the Financial Responsibility Program are restricted to a basic maintenance grade of no more than $5.25 per month.

SAFETY RULES AND REGULATIONS

1. Inmates are required to exercise care, cooperation and common sense in the performance of their work. Horseplay on the job will not be tolerated.

2. Inmates will perform only that work to which they have been assigned. Unauthorized use of machines or equipment, or performance of in an area not specifically assigned, is forbidden and subject to disciplinary action. Machines or equipment in the work area shall not be used to fabricate or repair personal items.

3. Operating machinery without the use of safety equipment as provided is forbidden and subject to disciplinary action.

4. Do not adjust, oil, clean, repair, or perform any other maintenance on any machinery while it is in motion.

5. To protect against physical injury and/or health hazards, inmates are required to use all safety equipment such as hard hats, hearing protection, goggles, respirator, aprons, arm guards, wire mesh gloves and safety shoes in designated areas and wear them in the proper manner.

6. Safety goggles must be worn when performing any grinding, chiseling, filing, or sanding operations. Landscape operations involving the operation of weedeaters or edgers also require the use of safety goggles.

7. Vehicle drivers must obey all driving rules of the institution.

8. Do not ride on tractors, forklifts, or any other tow vehicle. The operator is the only person authorized in the use of such machinery.

9. Do not stand in a moving vehicle or attempt to dismount before the vehicle has come to a complete stop. Sit on the seats provided and keep safety chains in place on open-back vehicles.

10. Safety hazards are to be reported to the work supervisors immediately. If the work supervisor does not agree that an unsafe condition exists, the inmate may report the unsafe condition to the Safety Officer for further consideration.

11. There is no smoking permitted in the facility.

12. If an inmate is injured while performing their work, no matter how minor it may seem, he should report the injury to his work supervisor. Failure to report a work injury within a maximum of forty-eight (48) hours may result in the forfeiture of lost time, wages, and/or inmate accident compensation.

13. If an inmate suffers a work injury and he feels that the injury has resulted in some degree of physical impairment, he may file a claim for inmate accident compensation. To do so, the inmate should contact the Safety Manager approximately thirty (30) days prior to his release or transfer to a community program (Example: half way house, work release facility). The Safety Manager will assist the inmate completing his claim and will arrange a medical evaluation in regard to his claimed injury.

14. Inmates should use flammable, toxic, and/or caustic materials only as directed. They should ensure adequate ventilation when using such materials.

15. Hairnets and/or beard nets are to be worn at all times when working in Food Service. If staff determines that long hair could result in a work injury, hairnets or caps may be required on any job.

MAINTAINING OUTSIDE CONTACT

Certified/Registered Mail: Return Receipt Requested Cards (green), Certified Mail slips (green/white) and legal-size envelopes are available in the Law Library. Mail should be weighed and may be sent registered, certified, or insured at the inmate's expense. All postage fees are set by the U.S. Postal Service. Services such as Express Mail,

private carrier services, Cash on Delivery (COD), or stamp collecting are not permitted.

Correspondence-Incoming: Incoming mail is distributed by the Correctional Officer Monday through Friday immediately following the 4:00 PM Official Count. Incoming mail will be opened and inspected for contraband unless it is properly marked as legal mail. (see section on "Special Mail")
Incoming mail should be clearly addressed as follows:

Inmate's Committed Name
Register #_____ Unit # _____
Federal Medical Center, Devens
P.O. Box 879
Ayer, MA 01432

Legal Mail is opened and inspected for contraband in the inmate's presence. Receipt of this mail is verified by the inmate's signature in a log book. Certified mail, unless it meets Legal Mail criteria, is opened in the Mail Room before the inmate receives it.

During Intake Screening, inmates will have completed a form concerning their incoming correspondence. If they choose to receive mail, they agree that institution staff may open and read it. Inmates may elect to have all mail, with the exception of Legal Mail, returned to the U.S. Postal Service.

Effective December 4, 2004, the institutional mail room at FMC Devens will no longer accept funds received from outside the institution. Any funds received after that date will be returned to sender with specific directions on how to send the funds to the National Lock Box. All funds being sent to inmates at FMC Devens should be sent to the National Lock Box location at the following address:

FEDERAL BUREAU OF PRISONS
INSERT NAME
REG. NUMBER
P.O. BOX 474701
DES MOINE, IOWA 50947-0001

Mail received for an inmate after their release date will be forwarded for thirty (30) days to the release address provided.

Correspondence-Outgoing: FMC Devens is an Administrative Facility and, as such, all outgoing mail, except for Special Mail, may not be sealed and will be subject to inspection/screening. The following information must be in the left-hand corner of all the inmate envelopes:

Inmate's Committed Name
Register # _____ Unit # _____
Federal Medical Center, Devens
P.O. Box 879
Ayer, MA 01432

If an inmate is without sufficient funds to post legal mail, administrative remedy, or appeal forms, a reasonable amount of such mail can be sent at the institution's expense. The inmate's Unit Manager determines indigence and/or the inmate's ability to earn or acquire funds for postage. At such a time that funds become available, the inmate will be responsible for reimbursing the U.S. Government for all postage issued.

Correspondence With Confined Inmates: Correspondence with persons confined in other correctional facilities including local jails, is restricted to immediate family members and those who are party to an on-going legal action (or witness) in which both parties are involved. Inmates seeking permission to correspond with other confined inmates should meet with a member of their assigned unit team.

Correspondence With News Media Representatives: Inmates may write to representatives of the news media, if specified by name and title. Correspondence from news media representatives will be handled as general mail, including inspection for contraband, content and qualification of the sender as a media correspondent. Inmates may not receive compensation or anything of value for correspondence or interviews with the news media. Inmates may not act as a reporter or publish under a by-line.

Mail For Inmates on Writ or Released: Before an inmate leaves on writ, they will complete a Form BR-Record 398 indicating how they wish their correspondence to be dealt with while on writ. Inmates have the following options:

1. The mail room can hold their mail for up to 30 days;
2. Mail can be returned to sender; or
3. Mail can be forwarded to an address of the inmate's choice.

Manuscripts: A manuscript includes works of fiction, nonfiction, poetry, lyrics and music, drawings, cartoons, and other writings. Inmates do not need staff approval to prepare a manuscript for private use or publication, but they may use only non-work time in preparation of the material. A manuscript may be mailed as general correspondence. It may not be circulated within the Institution without staff authorization. The Warden may set limits on the amount of accumulated manuscript material to ensure fire prevention and sanitation.

Publications-Incoming: All incoming publications must come from the publisher, with no exceptions. The Ensign Amendment was passed by Congress as part of the Fiscal Year 1997 Omnibus Budget Act. This act prohibits the Bureau of Prisons from distributing commercially published information or material which has sexually explicit pictorials or features nudity. All material received after August 29, 1999 will be returned to the publisher or other sender.

The Warden may reject any publication if the publication:

1. Facilitates criminal activity;
2. Violates institution rules;
3. Contains "sexually explicit" pictorials or "features nudity";
4. Appears to be written in code; or
5. Could encourage physical violence or group disruption

Material may not be rejected solely because the content is religious, philosophical, political, or social, unless it is found to be disruptive or present a threat or detriment to the security, good order, discipline of the institution or encourage criminal activity. If a

publication is found unacceptable, the inmate will be notified in writing along with the reason for the exclusion. The inmate may appeal this decision through the Administrative Remedy process.

Inmates may accumulate only the amount of publications which can be neatly stored in the locker or space provided. This amount should not exceed those outlined in Institution Supplement on "Inmate Personal Property".

Rejection of Correspondence: The Warden may reject either incoming or outgoing correspondence if it does not comply with policy limitations, if it contains material or information which is non-mailable under law or postal regulations, if it contains information of escape plots or plans to commit illegal activities, or if it concerns the directions of a business by an inmate. The does not prohibit correspondence necessary to protect property or funds that were legitimately an inmate's at the time of their commitment.

The sender of rejected mail will receive a written notice of the reason for rejection and may appeal this decision. The inmates' rejected outgoing mail is returned to him by unit staff with an explanation of why it was rejected. Inmates may also appeal these issues.

Special Mail: Outgoing Special Mail is placed in the mail box directly in front of Food Service. Daily pick up of this mail occurs in the morning. Special Mail includes mail sent to and received from:

- President and Vice President of the United States (No special mail marking required)
- United States Attorney General's Office
- Surgeon General and U.S. Public Health Service
- Secretary of the Armed Forces
- U.S. Congressional Members (No special mail marking required)
- U.S. and State Courts
- State Attorney Generals
- U.S. and State Probation Officers

- Embassies and Consulates
- U.S. Magistrate Chamber of the Judge (No special mail marking required)
- State and Territorial Governors
- Directors of the State Department of Corrections
- State Parole Commissions
- State Legislators
- Federal and State Law Enforcement Officers
- Attorneys
- U.S. Attorneys
- U.S. Department of Justice and Bureau of Prisons (Special mail when sent out only)
- Representatives of the News Media (Special mail when sent out only)

For incoming mal to be processed under the special mail procedures, the sender must be adequately identified on the envelope, and the front of the envelope must be marked "Special Mail-Open only in the presence of the inmate." Exceptions being those items identified above.

If inmates send mail to the U.S. Department of Justice (including BOP) it is considered "Special Mail". If an inmate receives mail from U.S. Department of Justice (including BOP) and news media representatives, it is not considered "Special Mail."

Correspondence to and from all attorney's will be handled as special mail only if it is properly marked. The envelope must contain the name and address of the attorney and an indication that the sender of incoming mail is an attorney. Incoming letters must be clearly marked **"LEGAL MAIL-OPEN ONLY IN THE PRESENCE OF THE INMATE."** The enclosed documents must also meet the criteria for Legal Mail. It is the inmate's responsibility to advise his attorney of this special marking requirement.

In the absence of <u>either</u> adequate identification on the "Special Mail" marking appearing on the envelope, staff will treat the mail as general correspondence and open, inspect and read the mail. Special

correspondence to a paralegal, legal aide student or attorney's assistant must be addressed to the attorney, legal aide supervisor or legal organization and directed to the attention of the student or assistant. Mail received from students or assistants must be identified on the envelope as being from the attorney or agency supervisor.

Packages: Any item received in a package which cannot be readily inspected for contraband must be returned to sender at the inmate's expense. All items must be received in one package. Unauthorized materials in a package shall be mailed out at the inmate's expense, donated, or destroyed. If the unauthorized items are to be mailed out, the inmate must provide the required postage within thirty (30) days from the date confiscated or the property will be disposed of. The weight limit on any package is forty (40) pounds. When property received in packages is determined to be unclean and a potential sanitation hazard, it may be rejected.

Incoming Personal Property: Packages are issued through the R&D Staff. The number and size of allowed packages are in accordance with the Institution Supplement on Inmate Personal Property, a copy of which is given to all inmates during Orientation. Only authorized items are issued to inmates.

Inmates are authorized to receive release clothing from home 30 days prior to their release date. This box will be clothing only and will be stored in R&D until their release. Authorization To Receive Package or Property forms are available from Unit Staff. This authorization form must be approved by the Unit Manager. After approval, appropriate copies are sent to the mail room by unit staff.

Reading Materials: All reading material must come directly from the publisher, or they will not be allowed into the facility.

Prescription Items: Supplies and prosthesis require approval of the Medical Staff. Prescription eyeglasses and dentures must also have approval of Medical Staff.

Outgoing Personal Property: Outgoing packages, other than those sent for the convenience of the institution, will be sent at the

inmates' expense. Inmate packages sent by administrative authorization will not be insured. Claims or losses on such packages should be filed as tort claims. Excess and unauthorized property, other than hard contraband, may be mailed from the institution at the inmate's expense or donated. It is not to be given to another inmate. Property to be donated may be turned over to a charity organization.

INMATE TELEPHONE SYSTEM (ITS II)

Telephones for inmate use are located in each housing unit. All telephone calls must be made from the inmates' assigned housing unit. **All inmate telephones are monitored and subject to recording.**

Currently, inmate telephone calls are limited to 300 minutes per calendar month except for the months of November and December, these months will each have 400 minutes provided. This limitation applies to all inmates with an ITS-II account in BOP institutions, and may be used for any combination of collect or direct-dial calls at the inmate's discretion. Inmates are not authorized to share telephone access numbers or use access numbers assigned to another inmates account. Three way calling, conference calling and call forwarding are prohibited. Violation of these regulations will result in disciplinary action and/or loss of telephone privileges.

Telephones are regularly available for inmate use seven days a week; however, their availability and usage are subject to guidelines established at the local and national level. Inmates are strongly encouraged to review the local procedures are posted on the unit bulletin boards to avoid violations and possible disciplinary action.

This limitation is needed to maintain the security and good order of BOP institutions and to protect the public by increasing the Bureau's ability to minimize inmate abuses of the telephone for illegal or disruptive purposes. The Bureau believes a 300 minute limitation in conjunction with visiting and correspondence, provides adequate opportunity for inmates to maintain community ties.

Inmates who exhaust their 300 minutes may, at the Warden's discretion, be provided a telephone call if good cause is shown. This exception will be used sparingly and is reserved for bona fide emergencies. Inmates may request to make an unmonitore3d legal telephone call. However, approval of an unmonitored legal call is contingent on the inmate's ability to demonstrate that other means of communication (ie: letters, legal visits, etc.) are unavailable and/or insufficient to meet a verified imminent court deadline.

To establish an authorized telephone list or to add and/or delete a telephone number from an existing list of authorized telephone numbers, inmate must submit a Telephone Number Request Form (BP-S505.52). All lists must be processed through the unit team. This is the only acceptable means for entry into the system. Telephone numbers will be entered into the inmate's phone account within five (5) business days from the date that the list is delivered by the Unit Team to the ITS Technician, excluding the day of receipt. Inmates who are newly committed to the BOP will ordinarily have their initial list processed within two (2) days, once unit team notifies Trust Fund staff. Inmates may submit phone lists up to three (3) times a month. Telephone lists that are not processed through the Unit Team and lists that are incomplete and/or illegible will be returned to the inmate. Inmates who have questions regarding the inmate telephone system contact the ITS Technician or a member of their assigned unit team.

VISITING

Procedures/Policy: It is the policy of the BOP and FMC Devens that visiting privileges should be an integral part of an inmate's institutional program; however, the number of visitors must be kept within reasonable limits due to space limitations. There is a limit of five visitors per person (including children) at one time unless prior approval is received from unit staff. When the established capacity has been reached, termination of visits will be determined by frequency of visits and distance traveled.

In order to allow all inmates to receive visits in a fair and equitable manner, a point system has been established. Inmates will

be given 12 points for each month in the calendar year. Inmates will be charged one (1) point for each visit occurring on a weekday and two (2) points for each visit occurring on a weekend or holiday. Once an inmate exhausts his points for the month, he may not receive a visit for the remainder of that month without prior staff approval. Please see the unit bulletin board for approved visiting days and times.

Approval of Visitors: Inmates are given a Visiting List form to complete and return to unit staff. Verified immediate family members will usually be approved promptly. Immediate family members include father, mother, step-parents, sisters, brothers, wife, children, and grand parents who raised you. Children under the age of sixteen do not have to be on an approved list but must be accompanied by an approved adult. Visiting Lists may include up to ten (10) other family members and friends. Inmates may make changes to their Visiting List at team meetings. Questionnaires are mailed out and must be completed, returned, and reviewed before these persons can be added to an inmate's approved Visiting List. This process takes approximately three (3) weeks. Inmates are notified of each visitor's approval by their Unit Counselor. **It is the inmate's responsibility to ensure that all visitors are notified of visiting approval. Visitors not on approved list will be denied entrance.** Inmates should see their Unit Counselor for any updates needed to their Visiting List.

Attorney Visits: Inmates are required to arrange for legal visits during visiting days, only for exigent circumstances will non-visiting legal visits be arranged. It should also be noted that attorneys should contact the unit team 72 hours prior to a legal appointment. This action will allow for unit team to secure the necessary identifications and paperwork. Attorney visits generally take place in the Visiting Room during regular visiting hours. If the Visiting Room is filled to capacity, the unit team may make arrangements for an attorney visit on other non-visiting days. Inmates arrange with the unit team to have a reasonable amount of legal materials taken to or from the Visiting Room. All inmates are reminded that attorneys are not permitted to bring any recording devices into the facility without prior written authorization by the Warden.

General Visiting Information: Kissing embracing and hand-shaking/holding are allowed only upon arrival or departure. Displays of affection must be within the bounds of good taste. Excessive physical contact during the visit is prohibited. Both inmates and their visitor(s) must be appropriately dressed. All inmates will be dressed in their issued uniform and visitors should not be dressed in clothing of a suggestive or revealing nature. Inmates are responsible for the conduct of the children visiting them.

You may take the following items to the Visiting Room:

- Commissary Card (required for identification);
- Wedding band. This item will be inventoried when you enter the Visiting Room and again when you leave;
- Comb, prescription eyeglasses, religious medal and medication.

Visitors are permitted to bring money, tissues, diapers, and a baby bottle into the Visiting Room. Visitors will be checked with a metal detector and may be asked to submit to further search. Purses, briefcases, etc. will be checked. Visitors may not leave packages, gifts, or money for an inmate, nor may visitors receive items from any inmate. All monies must be mailed to the inmates. No items may be exchanged with visitors. An inmate's visiting privileges may be denied or restricted for violation of Visiting Room regulations.

Federal Law authorizes imprisonment of up to ten (10) years for any person who introduces contraband into a federal facility or who takes, sends, or attempts to take or send anything not specifically authorized from a federal facility.

Identification of Visitors: A valid form of photo identification is required by all visitors. Visitors possessing a valid driver's license (with photo), a valid state identification card or passport will be sufficient for entry to the facility. The visitors identification should match the identifying information (i.e., name, date of birth, etc.) contained on the inmate's approved Visiting List.

Visits with News Media Representatives: Requests can be initiated by an inmate or the media representative and must allow a reasonable amount of time before the interview. To request a news media interview, an inmate must send a cop-out to the Executive Assistant for review. Final approval of all interview requests must come from the Warden. Inmates will be notified of each interview request and must sign a written consent before each interview. Inmates must also authorize staff to respond to comments made in the interview and to release information to the news media relative to the inmate's comments.

MONEY AND COMMISSARY

Account Information: An account is established for each inmate with their committed name and register number. An Inmate Account Card ("Commissary Card") is issued to all inmates. This card must be presented when shopping at the Commissary Sales Unit. An inmate account will reflect all deposits and withdrawals.

Deposits to Commissary Account: Effective December 4, 2004, the Mail Room will no longer process deposits to an inmate's account from outside sources. All checks or money orders must be made out and sent to:

FEDERAL BUREAU OF PRISONS
NAME
REG. NO.
P.O. BOX 47401
DES MOINE, IOWA 50947-001

Inform your family members to include the inmate's committed name with their register number. The only other form of money order accepted at the facility is Western Union. These money orders will be deposited to the inmate's account without any delay. Inmates who voluntarily self surrender will be allowed to have their monies receipted and deposited into their institutional commissary account. These are the only instances allowed for internal deposits into an inmates' commissary account.

Withdrawals from Commissary Account: Funds can be withdrawn from an inmate's account and mailed to persons in the community to contribute to child support, purchase subscriptions, or for authorized expenditures. To request a commissary account withdrawal, an inmate must complete a Form 505.25 and forward it with any accompanying documents to the Business Office via his assigned Unit Team for processing. The money will be withdrawn from the account and a government check, payable to the inmate's designee, will be issued from the U.S. Treasury Department's disbursing office in Washington, D.C. The procedure takes two to four weeks from the day the form is forwarded. Funds cannot be sent to another penal institution without prior approval of both Wardens.

Commissary Sales Unit: Shopping hours are posted on the Commissary bulletin board. Shopping lists with prices, subject to change, are available at Commissary. These lists are comp0leted prior to shopping and verbal orders are not accepted after an inmate's list is turned in. Only one shopping time is permitted on any shopping day. Giving, exchanging, or borrowing Commissary items from anyone is not permitted. If there are any questions concerning balance or an error in their billing, make inquiries at Commissary Open House and have sales and/or deposit receipts to document the problem. It is the inmates' responsibility to maintain all records and receipts of Commissary transactions.

Spending Limits: The institution will determine the maximum amount an inmate may spend each month for regular purchases. The Commissary sales receipt will show the inmate's account balance and the balance on his monthly spending limit. Postage stamps are excluded from the monthly spending limit. Inmates may not have more than sixty (60) postage stamps (of the denomination for 1st class, domestic, one ounce mailing), or the equivalent. Overspending or signing for withdrawal of funds when the inmate has insufficient funds may result in disciplinary action and/or loss of the Commissary privileges.

INSTITUTION PROGRAMS

PSYCHOLOGY DEPARTMENT

Suicide Prevention: It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems, are having problems getting along with other inmates, and/or receive bad news. Sometimes, inmates consider committing suicide due to all the pressure they are under. Staff are trained to monitor inmates for signs of suicidality, and are trained to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you observe another inmate showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that "there is nothing to live for"), please alert a staff member right away. Your input can save a life.

Sex Offender Management Program: The Psychology Department coordinates a Sex Offender Management Program (SOMP). The SOMP is a mandatory program designed to help sex offenders manage their sexual behavior and reduce sexual recidivism. An important goal of this program is to help sex offenders change their criminal lifestyle and become honest, responsible, law abiding citizens with effective self control skills. SOMP participants have the same rights and responsibilities as other inmates at FMC Devens, including the right to personal safety, and to being treated respectfully, impartially, and fairly. Thus, disciplinary action will be taken against any inmate who harasses, threatens, or otherwise harms a sex offender, or any other inmate. As is the case with all inmates at FMC Devens, SOMP participants are expected to comply with all the rules and regulations governing inmate conduct as defined by the Federal Bureau of Prisons. Any inmate who engages in sexual misconduct at FMC Devens will be subject to disciplinary action.

Drug Treatment Programs: The Psychology Department offers the Non-Residential Drug Treatment, 40 Hour Drug Education program. The program is supplemented with various ongoing self help programs (i.e., Narcotics Anonymous, Alcoholics Anonymous). Those inmates who fail to attend required drug education classes will be restricted to a Pay Grade 4 and are not eligible for placement in a Community Correction Center (Halfway House). The general goal of these programs is to provide the inmate with alternative ways to resolve problems.

Counseling: The Psychology Department offers self-development programs in both group and individual counseling. Group counseling gives you an opportunity to interact with others, to share concerns and to draw upon their experiences and suggestions in finding alternative ways to solve problems. Group and individual counseling utilize a variety of methods, depending on the problem under consideration. Counseling can help inmates gain greater self-awareness, more effectively manage symptoms of depression, anxiety, and other mental disorders and develop more responsible decision making. Inmates interested in Self-Development Programs should see a member of their assigned Unit Team, or see a staff member in the Education Department, Psychology Department or Health Services Department for details and/or appropriate referral.

Smoking Cessation Program: In accordance with National policy, Federal Medical Center Devens offers a Smoking Cessation Program for all inmates who qualify for the program. Any inmate may fill out a copy out and forward it to the Health Services Psychologist. The request will be reviewed for appropriateness for the program. The program will consist of classes on Nutrition, Physical Activity, Stress Management and Nicotine Replacement Therapy. There will be approximately four classes scheduled during the year. Bach class will run twelve weeks in duration, that is 1.5 hours of class time per week. Class times will be flexible to accommodate school and work schedules.

EDUCATION & RECREATION DEPARTMENT

Education and Recreation operate under the philosophy that academic/vocational training and recreational programs can provide necessary skills and resources for self-improvement, academic and occupational training, preparation for future emplo9yment and positive health and life experiences.

All programs are voluntary except for General Equivalency Diploma (GED) and English as a Second Language (ESL). An inmate who does not have a verified high school diploma, or GED, will be required to attend classes for 240 hours, or until he successfully completes the GED. For an inmate who cannot function effectively in English, mandatory attendance in ESL will be required.

Failure to participate in required basic education classes may result in such adverse consequences as loss of Good Conduct Time and pay grade restrictions. Inmates who enter the system with a **VCCLEA** or **PLRA sentence**, who do not have their GED, may not vest good time, and in some cases may earn less good time if they do not maintain satisfactory participation in the Literacy Program. Inmates should consult a representative from the Education Department prior to declining participation. A representative from the Educational Department will meet with each inmate at his official team classification.

The Education Department provides a wide range of academic programs. Programs currently offered are:

- Adult Continuing Education (ACE)
- Literacy (grades 0-5)
- PREGED (grades 6-9)
- GED (grades 10-12)
- English-As-A-Second Language (ESL)
- Leisure (music, art, chess, bridge)
- Post Secondary Education (via correspondence courses)
- Parenting
- Release Preparation

- Health/Fitness
- Vocational Trades (Building Trades, Computer Applications)

Certificates are awarded for completion of all courses. Promotions and Performance Pay assignments beyond the entry level grade (pay grade 4) are contingent upon successful completion of the GED. Special classes are offered in high interest areas and on an as-needed basis. Incentives include a bonus upon completion of the GED/ESL program, and participation in award and recognition ceremonies. An Education Representative will meet with inmates to plan their course enrollment needs.

Testing: All new commitments are interviewed by a member of the Education Department to determine educational needs and subsequent need for mandatory testing. Tests administered include:

ABLE, Pre-GED, GED, CASAS (ESL), SABE

Test scores are used to determine eligibility for various programs offered in the Education Department. If an inmate does not have a verified high school diploma or General Education Diploma (GED), the inmate will be required to attend the adult literacy program and fulfill the minimum requirements outlined in policy.

Vocational Trades (VT) Programs: The purpose of Vocational Trade (VT) programs is to teach skills which complement an inmate's basic education. All inmates interested in these programs must have satisfactorily completed their GED or be actively enrolled in the GED program and making satisfactory progress. Inmates who participate in VT Programs may be eligible for a variety of incentive awards, certificates and graduation activities. Inmates with a documented history of computer abuse (such as having used computers to commit a crime) will not be allowed to participate in the Computer Applications program. Currently, there are two types of VT Programs available, Business Applications and Building Trades.

Parenting Program: The Parenting Program is provided by staff and is designed for any father who wishes to remain an integral part

of his child's life while he is incarcerated. The Parenting Program provides solutions to issues women and children encounter when fathers are incarcerated. It teaches inmates good coping skills, how to interpret children's behavior, how to administer positive discipline and how to give direction from a distance. It stresses the importance of developing healthy relationships with family as well as inmates acting as caretakers of the children. Most importantly, inmates will learn how to practice, demonstrate and apply what is learned with their children.

Library (Leisure and Law): The leisure and law library is open weekdays from 8:30am until 10:30am; 12:30pm until 3:30pm; and 5:30pm until 8:30pm. On weekends and most holidays the library will be open from 12:30pm until 3:30pm; and 5:30pm until 8:30pm. The library contains both legal and leisure materials. It contains legal materials which include the U.S. Annotated volumes, Federal Reporter, Supreme Court Reporter, BOP Program Statements, local Institution Supplements, indexes, and other legal materials for inmate reference. Magazines, newspapers and basic reference books cannot be checked out or removed from the library. Typewriters are available for inmate use in preparing legal documents. All legal reference materials must be used in the library and cannot be checked out. Inmates are provided a copy machine which operates via a card purchased in the Commissary. Inmates also have the opportunity to participate in the Inter-Library Loan program through the North Central Regional Library System.

Release Preparation Program: The Release Preparation Program (RPP) is designed to help inmates prepare for transition from confinement to the community. Inmates participating in the program are expected to complete at least one course from each of the six core content areas. The core content areas are: Health/Nutrition, Employment, Personal Finances, Community Resources, Release Issues, and Personal Growth and Development. Formal participation in the program should begin no later than 36 months prior to an inmate's expected release date. Contact the Supervisor of Education for more information.

Recreation Services: Recreation Department programs and leisure activities are supervised by the Recreation Specialists. Programs include indoor and outdoor activities and range from individualized hobby craft programs to intramural team sports. All recreational information will be posted on the bulletin boards in the Recreation Department, in the Education Department and in the Housing Units.

Inmate Recreation and Activity Center: The Inmate Recreation and Activity Center is located across from Unit "G" and is adjacent to the Recreation Yard. The facility includes a multi-purpose room, outdoor recreation yard and an indoor inmate Activity Center. The indoor Activity Center is located on the Recreation yard and is intended for activities such as basketball, soccer and floor hockey.

The Hobby Craft Shop and a music practice room is located in the Education Building. See posted schedules for days and times of operation.

RELIGIOUS SERVICES

The Chapel: The Chapel comprises facilities for worship services, prayer and religious study areas, and a religious library. The Religious Services Department is located in offices adjacent to the Chapel. Religious programming includes worship, prayer and study of various religious expressions, as well as counseling and spiritual guidance. Schedules of religious services are available in the Chapel. Attendance at religious activities is open to all. Periodically, the department arranges for community volunteers of various religious faiths. Te Chaplain will assist inmates in having religious books, publications, or other materials sent to them; however, inmates must comply fully with institution rules regarding receiving and storing of personal property.

Religious Diet Program: A Religious Diet Program is offered through the Religious Services Department in conjunction with the

Food Service Department. A religious diet is a meal designed to be the most equitable for all religious groups. An inmate may request to participate in the Religious Diet Program by submitting an application to the Chaplain. Special religious meals for holiday observances and any special worship activities are coordinated through Religious Services. Additional information regarding these programs is available in the Religious Services Department.

Prisoner Visitation & Support Services (PVS): The Prisoner Visitation & Support Services (PVS) is a community based program which sends volunteers into the institution to visit inmates who would not ordinarily receive visits. All visits take place in the Visiting Room during regular visiting hours. PVS volunteers do note have to be on the visiting list of inmates they wish to visit. Any inmate interested in receiving a PVS volunteer visit should contact the Religious Services Department.

Religious Counseling: Counseling services are available regularly to promote inmate, spiritual growth and to discuss a wide range of special religious needs. A Chaplain may be called in times of crisis, such as the death or illness of an inmate's family member.

Marriage: Inmates wishing to get married while incarcerated must first discuss their wish to get married with members of his assigned Unit Team and/or the Chaplain. All expenses of the marriage will be paid by the inmate. U.S. Government funds may not be used for marriage expenses. Marriage procedures at this facility are outlined in the institution Supplement regarding "Marriage of Inmates."

PUBLIC INFORMATION, CENTRAL FILES & FREEDOM OF INFORMATION ACT

Freedom of Information Act Request (FOIA): The Privacy Act of 1974 provides for an individual's access to their records. All formal requests by persons for access to records about another

person or any agency record other than records pertaining to themselves shall be processed through the FOIA.

Access to Files: An inmate may request to review the portions of his Inmate Central File that may be disclosed to him. Institution staff will permit an inmate to review his Central File under locally established procedures. Inmates may also request copies of documents in their Inmate Central File. Inmates requesting to review their Central File and/or copies of Central File documents should see their assigned Case Manager. An inmate may request access to Non-Disclosed Documents in his Inmate Central File and Medical File, or other documents concerning him that are not in his files, by submitting a FOIA/PA Request to the Director of the Bureau of Prisons.

Privacy Act of 1974: The Privacy Act of 1974 forbids the release of information from agency records without a written request or without the prior written consent of the individual to whom the record pertains, except in specific instances. Such instances include employees of the Department of Justice, Law Enforcement Agencies, FOIA/PA Releases, members of Congress, court orders, etc.

Attorney Inquiries: Attorneys often request information concerning institutional adjustment when preparing motions for a court such as sentence modification petitions. Unless the inmate signs a release of information authorizing us to respond to such inquiries, we are unable to do so. Case Managers have release of information forms available for the inmate's signature.

Public Information Disclosure: As a rule, the information contained on an inmate's sentence computation sheet is public information and can be disclosed to anyone. These may include welfare departments who are usually required to periodically verify their incarceration, available funds, eligibility for work release, etc., in order to continue benefits to dependents.

Copies of Legal Documents: Necessary copies of legal documents may ne made in the Law Library.

RELEASE

Personal Property – Disposition: If an inmate is being transported by the U.S. Marshal Service, they are not permitted to take any property. Legal material pertaining to their case will be allowed at the discretion of the transporting U.S. Marshal. All inmate personal property will be inventoried in their presence and locked in the designated R&D location in the institution until the inmate returns. If an inmate is being released to the Immigration & Naturalization Service, their property will be transferred with them. Inmates are **NOT** to leave their property with another inmate. Any property found in an inmate's possession or room will be considered theirs, and may be considered contraband, leading to confiscation. It is an infraction of institution rules to borrow, lend, sell, or give away personal property.

Community Corrections Center ("Halfway House"): The purpose of a Community Corrections Center (CCC) is to provide inmates a positive transition from the institution to a community based correctional setting and to final release. The length of stay in a center is determined by individual needs, availability of services in conjunction with institutional adjustment and instant offense behavior. Placement in a CCC facility will generally depend on the inmates' program participation, length of sentence and his instant offense.

If an inmate has forfeited good time, they cannot be considered for transfer to a CCC without approval of the Warden. In order to be eligible for CCC placement, the inmate must have paid, or be making commensurate payments towards, their court imposed financial obligations. Inmates who are refusing to participate in the Financial Responsibility Program are not eligible to participate in a CCC for any length of time. Additionally, inmates who demonstrate poor institutional adjustment may be ineligible to receive CCC placement.

Expiration of Sentence: If released by way of expiration of sentence, there is no supervision requirement unless the court imposed probation or special parole as part of the inmate's sentence.

Fines and Costs: In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines mean that the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC 3569. Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment for a non-committed fine or cost is not required for release from prison or transfer to a contract CCC provided that the inmate has a record of participation in the Financial Responsibility Program during incarceration.

Mandatory Release: If released on mandatory release, the inmate will be under supervision until six (6) months (180 days) before their full-term release date. The U.S. Probation Officer will approve the inmate's release plan; this should be done before the inmate leaves the institution.

Release to Parole: If released on parole, the inmate must have a release plan approved by the U.S. Probation Officer (USPO) before the Parole Commission will issue a Parole Certificate. This includes a place of residence and an offer of employment or other legitimate source of support. Inmates will be under parole supervision until their full-term expiration date.

DETAINERS:

BUREAU of IMMIGRATION and CUSTOMS ENFORCEMENT (BICE): If an inmate was born in another country and is not a naturalized U.S. citizen, the BICE will most likely file a detainer. This does not mean they will automatically deport the inmate, but it does indicate that they have begun an investigation into his immigration status. This investigation will include the inmate's criminal conviction(s), verifiable resources in this country, and relatives.

If released to a Bureau of Immigration and Customs Enforcement (BICE) detainer for deportation, BICE will arrange the

inmate's release transportation including the purchase of their airline ticket. A BICE agent will escort the inmate from the institution and see that he make his transportation connections. If released to a BICE detainer but placed on bond, inmates are responsible for their own release transportation. Neither BICE nor the institution can furnish funds.

Based On Other Charges/Release to State: Warrants or certified copies of warrants based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions will be accepted as Detainers. Detainers and untried charges can have an effect on inmate's institutional programs. It is important for inmates to attempt to clear up Detainers promptly. Case Managers may assist in the review of Detainers; however, inmates are responsible for the resolution of these charges. Written documentation must be received from the appropriate law enforcement source having jurisdiction and authority to resolve the issue. Documentation will not be considered valid from any other source (i.e., submitted by the inmate or his attorney). The degree to which staff can be of service varies with the individual circumstances of the inmate's detainer(s).

Federal and most state Detainers for pending charges on which there has not been a final disposition can generally be quickly processed under the Interstate Agreement on Detainers (IAD). In order to use this procedure, the warrant must be lodged with the institution as a detainer. Once necessary forms are completed under this procedure, the detaining authorities have one hundred eighty (180) days in which to take action or consider the detainer null and void. If an inmate has any questions concerning Detainers, the inmate should be directed to the Inmate Systems Manager.

If released to a state detainer, responsible authorities will receive the inmate at R&D for transportation to their detainer destination.

Treaty Transfers: In accordance with the provisions of 28CFR 0.96b, the Attorney General has delegated the Director of the Bureau of Prisons, and to designees of the Director, the authority to receive custody of and to transfer to and from the United States, the

offenders in compliance with the conditions of the treaty. Generally, a treaty transfer provides for an individual, convicted of a crime and sentenced to imprisonment or some form of conditional release (probation, parole, etc.), in a country other than his or her country of citizenship, to be transferred to the individual's country of citizenship for sentence completion. An inmate's transfer is voluntary and subject to both countries' approval. The Case Manager of an inmate who is a citizen of a treaty nation shall inform the inmate of the treaty and provide the inmate with an opportunity to inquire about a transfer via the appropriate forms (BP-S 297) whether he or she is was advised of the opportunity to inquire about the transfer.

Release Gratuities: Release gratuities are monies given to an inmate at the time of release. Gratuity funding is to cover expenses en route to his destination and immediately upon arrival. Budget constraints are such that inmates ordinarily receive $25.00 or less. Inmates being released to the Bureau of Immigration and Customs Enforcement (BICE) normally receive little or not gratuity from the Bureau of Prisons. All inmates are urged to save a portion of their earnings each month for use following release.

Release Transportation: When an inmate is being released from this institution directly to his home, the institution will pay release transportation by the least expensive mode of travel. If they are being picked up at the facility by private vehicle, they may be allowed to depart after 8:00a.m. Inmates being furloughed to a CCC will follow a transportation schedule established by unit staff. In most cases, transportation will be by bus. When a sentence ends on Saturday, Sunday, or a holiday, release will be on the preceding workday by authority of the Warden.

Supervised Release: If an inmate has supervised release to follow their sentence, he will be under the supervision of a U.S. Probation Officer. He is not required to have a release plan approved prior to release. However, they must be accepted for supervision by the Probation Officer if he intends to be released to a district other than the one in which he was sentenced. Inmates have seventy-two (72) hours (three days) from the time of departure from the facility to report to the U.S. Probation Officer for supervision. Inmates should

take their Notice of Release and Arrival Form (given to them at the time of release) to the Probation Officer at this time. Although they have seventy-two (72) hours in which to see his Probation Officer, we urge inmates to call him/her immediately upon arrival to report in and to schedule their initial interview.

Release Clothing: If inmates do not have suitable release clothing, the R&D Office will provide clothing for them. If they have the means available, inmates may receive an approved release package from outside sources, within 30 days of their release. Inmates should see their assigned Unit Counselor for authorization forms.

DIRECTIONS TO THE INSTITUTION

The Federal Medical Center, Devens, is located 40 miles northwest of the city of Boston, Massachusetts. Route 2 runs through the area and is the main artery for east/west travel in the north central, Massachusetts area. Visitors should take Exit 37B if traveling on Route 2 and proceed straight onto Jackson Road. After entering the main gate, take your first right off Jackson Road onto Patton Road. The Devens Federal Medical Center is approximately ½ mile down on the right. The Devens Federal Medical Center is located on the grounds of the former Fort Devens Military Base and is adjacent to the towns of Ayer, Harvard and Shirley. FMC Devens is located approximately 40 miles northwest of Boston, MA. A variety of transportation methods service the area. Air transportation in the immediate area includes Boston, Worcester, Manchester, New Hampshire, and Providence, Rhode Island. From any of these airports in the area, limousine, bus, rail and taxi service to Devens is available. The city is serviced by bus and local taxi service.

RIGHTS AND RESPONSIBILITIES

The institution discipline system is important to everyone. Inmates are urged to develop and exercise self-discipline at all times. In order to maintain a safe and orderly institution, a formal discipline

policy has been developed to deal with those persons who cannot or will not exercise self-discipline. All inmates should become thoroughly familiar with the discipline policy and the procedures. Those who know and follow the policy rarely experience the formal disciplinary procedure first hand. The following will provide guidance in developing self-discipline within the institution:

RIGHT: Inmates have the right to expect that, as human beings, they will be treated respectfully, impartially, and fairly by all personnel.

RESPONSIBILITY: Inmates have the responsibility to treat others, both employees and inmates, in the same manner.

RIGHT: Inmates have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.

RESPONSIBILITY: Inmates have the responsibility to know and abide by the rules.

RIGHT: Inmates have the right to freedom of religious affiliation and voluntary religious worship.

RESPONSIBILITY: Inmates have the responsibility to recognize and respect the rights of others in this regard.

RIGHT: Inmates have the right to health care which includes nutritious meals, proper bedding and clothing a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.

RESPONSIBILITIES: It is the inmate's responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep his area free of contraband, and to seek medical and dental care as he may need it.

RIGHT: Inmates have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.

RESPONSIBILITY: It is each inmate's responsibility to conduct himself properly during visits, not to accept or pass contraband, and not to violate the law, Bureau rules, or institution guidelines through his correspondence.

RIGHT: Inmates have the right to unrestricted and confidential access to the courts by correspondence on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of their imprisonment.

RESPONSIBILITY: Inmates have the responsibility to present honestly and fairly their petitions, questions, and problems to the court.

RIGHT: Inmates have the right to legal counsel from an attorney of their choice by interviews and correspondence.

RESPONSIBILITY: It is the inmate's responsibility to use the services of an attorney honestly and fairly.

RIGHT: Inmates have the right to participate in the use of law library reference materials to assist them in resolving legal problems. Inmates also have the right to receive help when it is available through a legal assistance program.

RESPONSIBILITY: It is the inmate's responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates in the use of materials and peer assistance.

RIGHT: Inmates have the right to a wide range of reading materials for educational purposes and for their own enjoyment.

RESPONSIBILITY: It is the inmate's responsibility to seek and utilize such material for their personal benefit, without depriving others of their equal rights to the use of this material.

RIGHT: Inmates have the right to participate in education, vocational training, and employment as far as resources are available and in keeping with their interest, needs, and abilities.

RESPONSIBILITY: Inmates have the responsibility to take advantage of activities which may help them live a successful and law-abiding life within the institution and in the community. Inmates will be expected to abide by the regulations governing the use of such activities.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

GREATEST CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing	A. Recommend parole date rescission or retardation. B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended). C. Disciplinary Transfer (recom-mended). D. Disciplinary segregation (up to 60 days). E. Make monetary restitution. F.Withhold statutory good time (Note – can be in addition to A through E – cannot be the only sanction executed). G. Loss of privileges (Note – can be in addition to A through E – cannot be the only sanction executed).
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	
102	Escape from escort; escape from a secure institution (low, medium and high security level and administrative institutions); or escape from a minimum institution with violence	
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	

GREATEST CATEGORY [Cont'd]

CODE	PROHIBITED ACTS	SANCTIONS
105	Rioting	A. Recommend parole date rescission or retardation.
106	Encouraging others to riot	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow good time (an extra good time or good conduct time sanction may not be suspended).
107	Taking hostage(s)	C. Disciplinary Transfer (recommended).
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., back-saw blade)	D. Disciplinary segregation (up to 60 days).
109	(Not to be used)	E. Make monetary restitution.
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	F. Withhold statutory good time (Note – can be in addition to A through E – cannot be the only sanction executed).
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	G. Loss of privileges (Note – can be in addition to A through E – cannot be the only sanction executed).
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity.	

GREATEST CATEGORY [Cont'd]

CODE	PROHIBITED ACTS	SANCTIONS
198	Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature). This charge is to be used only when another charge of greatest severity is not applicable.	Sanctions A-E
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature). This charge is to be used only when another charge of greatest severity is not applicable .	

HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions – without violence.	A. Recommend parole date rescission or retardation. B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended) B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended). C. Disciplinary Transfer (recommended). D. Disciplinary segregation (up to 30 days). E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters). I. Remove from program and/or group activity. J. Loss of job K. Impound inmate's personal property L. Confiscate contraband M. Restrict to quarters
201	Fighting with another person	
202	(Not to be used)	
203	Threatening another with bodily harm or any other offense	
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	
205	Engaging in sexual acts	
206	Making sexual proposals or threats to another	
207	Wearing a disguise or a mask	
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	
209	Adulteration of any food or drink	
210	(Not to be used)	
211	Possessing any officer's or staff clothing	
212	Engaging in, or encouraging a group demonstration	

HIGH CATEGORY
[Cont'd]

CODE	PROHIBITED ACTS	SANCTIONS
213	Encouraging others to refuse to work, or to participate in a work stoppage	Sanctions A-M
214	(Not to be used)	
215	Introduction of alcohol into BOP facility	
216	Giving or offering an official or staff member a bribe, or anything of value	
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of $100,000 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value	
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).	

HIGH CATEGORY [Cont'd]

CODE	PROHIBITED ACTS	SANCTIONS
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	Sanctions A-M
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	

HIGH CATEGORY [Cont'd]

CODE	PROHIBITED ACTS	SANCTIONS
298	Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of the high severity is not applicable.	Sanctions A-M
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.	

MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
301	(Not to be used)	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
302	Misuse of authorized medication	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	C. Disciplinary Transfer (recommended).
304	Loaning of property or anything of value for profit or increased return	D. Disciplinary segregation (up to 15 days).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	E. Make monetary restitution.
306	Refusing to work, or to accept a program assignment	F. Withhold statutory good time.
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	G. Loss of privileges: commissary, movies, recreation, etc.
308	Violating a condition of a furlough	H. Change housing (quarters).
309	Violating a condition of a community program	I. Remove from program and/or group activity.
		J. Loss of job
		K. Impound inmate's personal property
		L. Confiscate contraband
		M. Restrict to quarters
		N. Extra duty.

MODERATE CATEGORY [Cont'd]

CODE	PROHIBITED ACTS	SANCTIONS
310	Unexcused absence from work or any assignment	Sanctions A-N according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)
311	Failing to perform work as instructed by the supervisor	
312	Insolence towards a staff member	
313	Lying or providing a false statement to a staff member	
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money,	
315	Participating in an unauthorized meeting or gathering	
316	Being in an unauthorized area	
317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
322	(Not to be used)	
323	(Not to be used)	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	

MODERATE CATEGORY [Cont'd]

CODE	PROHIBITED ACTS	SANCTIONS
327	Unauthorized contacts with the public	Sanctions A-N
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	
329	Destroying, altering or damaging government property, or the property of another person, having a value of $100.00 or less	
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable or doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	
332	Smoking or Using Tobacco products	
397	Use of telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's	

MODERATE CATEGORY [Cont'd]

CODE	PROHIBITED ACTS	SANCTIONS
	PIN number, three-way calling, providing false information for preparation of a telephone list).	Sanctions A- N
398	Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.	

LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended). (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates). E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters). I. Remove from program and/or group activity. J. Loss of job K. Impound inmate's personal property L. Confiscate contraband M. Restrict to quarters N. Extra duty. O. Reprimand. P. Warning.
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
406	Not to be used	
407	Conduct with a visitor in violation of Bureau regulations (Restriction or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	
410	Unauthorized use of mail (restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use: e.g. the mail is used for planning or facilitating, committing an armed assault on the institution's secure perimeter, would be charged as code 101, Assault)	

LOW MODERATE CATEGORY
[Cont'd]

CODE	PROHIBITED ACTS	SANCTIONS
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).	Sanctions B.1-P
498	Interfering with a staff member in the performance of duties. Conduct must be of the Low Moderate Severity nature). This charge is to be used only when another charge of low to moderate severity is not applicable.	
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.	

NOTE: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.